

NEW YORK DEPARTMENT OF LABOR

DIVISION OF EMPLOYMENT

HOW TO PLACE THE BLIND

HANDBOOK FOR SELECTIVE PLACEMENT WORKERS

Special Services Sections

Field Operations Bureau

April 1956

HV1710

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AMERICAN FOUNDATION
FOR THE BLIND INC.

NEW YORK STATE DEPARTMENT OF LABOR

DIVISION OF EMPLOYMENT

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CHAPTER I

INTRODUCTION

"CAN SELECTIVE PLACEMENT INTERVIEWERS IN THE EMPLOYMENT SERVICE FIND SUITABLE JOBS FOR THE BLIND?" MUCH OPINION THROUGHOUT THE COUNTRY HOLDS THAT THEY CANNOT. THE SPECIAL SKILLS REQUIRED, SO THE ARGUMENT RUNS, ARE ABOVE THOSE CALLED FOR IN THEIR DAILY WORK, AND SO IN ATTEMPTING TO PLACE THE BLIND, SELECTIVE PLACEMENT INTERVIEWERS ARE BEYOND THEIR DEPTH.

THE PESSIMISTIC OPINION IS NOT, OF COURSE, A REFLECTION OF THE QUALITY OF PERSONNEL, BUT RATHER A COMMENTARY ON THE DIFFICULT NATURE OF THEIR TASK.

A PARALLEL SITUATION CAN BE FOUND IN THE FIELD OF AERODYNAMICS WHERE EXPERTS LIKE TO PROVE, SOMEWHAT WHIMSICALLY, THAT IT IS THEORETICALLY IMPOSSIBLE FOR THE BUMBLE BEE TO ACHIEVE FLIGHT. YET FLY IT DOES. IN LIKE MANNER, SOME SELECTIVE PLACEMENT INTERVIEWERS ARE SUCCESSFUL IN PLACING SOME BLIND APPLICANTS.

TO LEARN MORE ABOUT WHAT CAN BE EXPECTED IN THIS FIELD, THE UNITED STATES EMPLOYMENT SERVICE CHOSE THE STATE EMPLOYMENT SERVICE IN NEW YORK CITY TO CONDUCT A TEN-MONTH DEMONSTRATION PROJECT. THE SELECTION WAS LOGICAL, FOR THE EMPLOYMENT SERVICE THERE HAD HAD A DECADE OF EXPERIENCE IN THIS WORK AND WAS LOCATED IN A GREAT CENTER OF COMMUNITY AGENCIES FOR THE BLIND. 1/

THE OBJECTIVES OF THE DEMONSTRATION WERE THREEFOLD; 1) EVALUATE PRESENT METHODS 2) DEVELOP NEW METHODS 3) PREPARE A MANUAL AND TRAINING GUIDE BASED ON THE FINDS.

1/ APPENDIX 2 SUMMARIZES THE PLANNING, ORGANIZATION AND ACCOMPLISHMENTS OF THE DEMONSTRATION PROJECT. APPENDIX 3 LISTS THE COMMUNITY SERVICES AVAILABLE TO THE BLIND IN NEW YORK CITY.

AT THE CLOSE OF THE STUDY PERIOD, THE RESULTS SHOWED THAT A WELL-PLANNED, WELL-ORGANIZED SELECTIVE PLACEMENT PROGRAM FOR THE BLIND OPERATING WITH A TRAINED STAFF COULD DO AN EFFICIENT PLACEMENT JOB.

PUBLIC EMPLOYMENT SERVICE WORKERS, ESPECIALLY SELECTIVE PLACEMENT INTERVIEWERS, SHOULD BE GRATIFIED WITH THE OUTCOME. NO DOUBT THEY WILL WANT TO EQUAL - OR SURPASS - THIS ACHIEVEMENT IN THEIR OWN COMMUNITIES. THIS HANDBOOK IS INTENDED TO HELP THEM DO JUST THAT.

CHAPTER II

LAYING THE GROUND WORK

ORIENTATION, RESEARCH, AND LIAISON

PLACING THE BLIND IN SUITABLE JOBS IS COMPLEX, CHALLENGING AND REWARDING WORK. SUCCESS DEPENDS ON MORE THAN GOOD WILL AND ENTHUSIASM, ALTHOUGH THEY ARE NEEDED AT THE OUTSET. OVER THE LONG PULL, THE GREATEST RETURNS COME FROM A BASIC ORIENTATION TO BLINDNESS, A THOROUGH KNOWLEDGE OF YOUR COMMUNITY, CAREFUL PLANNING, CONTINUING LIAISON WITH COOPERATING AGENCIES, AND, OF COURSE, DAILY APPLICATION OF ENERGY AND IMAGINATION.

UNDERSTANDING BLINDNESS AND ITS CAUSES

WHAT IS BLINDNESS AND WHAT CAUSES IT? BLINDNESS SEEMS TO BE A SIMPLE CONCEPT TO GRASP. AS CHILDREN, MOST OF US HAVE SHUT OUR EYES TIGHTLY AND FRIGHTENED OURSELVES PRETENDING WE WERE BLIND. TO MANY ADULTS, BLINDNESS CONJURES UP THESE VAGUE CHILDHOOD EMOTIONS, ALONG WITH IMAGES OF DARK GLASSES, SEEING-EYE DOGS, HELP-THE BLIND SIGNS, TIN CUPS AND PENCILS FOR SALE. THESE NAIVE NOTIONS OR STEREOTYPES MUST BE COMPLETELY AVOIDED FOR THEY OBSTRUCT PRODUCTIVE THINKING.

WHAT IS BLINDNESS?

ACTUALLY, BLINDNESS IS NOT A SIMPLE PHENOMENON: VISION VARIES AMAZINGLY FROM PERSON TO PERSON, AND SO TOO DO THE LEGAL DEFINITIONS OF BLINDNESS FROM STATE TO STATE. IN NEW YORK, FOR EXAMPLE, A LEGALLY BLIND PERSON MAY BE ONE WHO -

1. IS TOTALLY BLIND; THAT IS, HE HAS NO VISION, NO PERCEPTION OF LIGHT, NO REACTION TO LIGHT.
2. OR HAS VISUAL ACUITY OF NO BETTER THAN 20/200, WITH GLASSES; THAT IS, HE CAN READ ONLY THE FIRST LINE OF THE SNELLEN EYE CHART AT 20 FEET. (THE NORMAL EYE CAN READ THIS LINE FROM 200 FEET.)

3. OR HAS CENTRAL VISUAL ACUITY OF 20/200 WITH SERIOUSLY REDUCED FIELDS OF VISION; THAT IS, HIS VISION IS POOR AND USUALLY RESTRICTED TO AN ANGLE OF 10 DEGREES OR LESS ALONG THE LINE OF SIGHT.
4. OR HAS PINPOINT VISION; THAT IS, HE MAY HAVE 20/20 VISION CENTRALLY, BUT NO FIELDS AT ALL.

THE FEDERAL DEFINITION OF BLINDNESS IS SLIGHTLY DIFFERENT; IT ALLOWS FOR FIELDS OF 20 DEGREES INSTEAD OF 10, BUT ALSO CONSIDERS A PERSON WITH 20/200 VISION AS LEGALLY BLIND.

WHAT CAUSES BLINDNESS?

THE CAUSES OF BLINDNESS ARE MANIFOLD, AND IT IS IMPORTANT TO KNOW WHAT THEY ARE AND HOW THEY MAY AFFECT PLACEMENT. THE MAJOR CAUSES ARE:

CONGENITAL OR SENILE CATARACTS.

A CATARACT IS A CLOUDINESS OF THE LENS OF THE EYE, OBSTRUCTING VISION. THERE IS NO WORK LIMITATION BEYOND THE USE OF VISION. TREATMENT CONSISTS OF SURGICAL REMOVAL, OFTEN SUCCESSFUL IN RESTORING NORMAL VISION WITH LENSES. VISION MAY IMPROVE DURING THE FIRST TWO YEARS AFTER THE OPERATION AS THE PATIENT LEARNS HOW TO USE THE ARTIFICIAL LENSES BETTER.

RETINITIS PIGMENTOSA

THIS IS AN INFLAMMATION OF THE RETINA, THE MEMBRANE IN BACK OF THE EYE WHICH RECEIVES THE IMAGE OF VISION. THE CAUSE OF THIS PROGRESSIVE DISEASE IS UNKNOWN. IT IS USUALLY HEREDITARY, HOWEVER, AND RESULTS IN DIMMING VISION, CONTRACTING FIELDS, OFTEN LEADING TO TOTAL BLINDNESS ACCOMPANIED SOMETIMES BY LOSS OF HEARING. SYMPTOMS INCLUDE; NIGHT BLINDNESS; SHRINKING VISUAL FIELDS; IRREGULARITIES OF THE RETINAL PIGMENT; ATROPHY OF THE RETINA, OPTIC NERVE AND CHOROID. NO SPECIAL PRECAUTIONS ARE REQUIRED TO PRESERVE REMAINING SIGHT, HOWEVER.

OPTIC ATROPHY

THIS CONDITION RESULTS FROM INFLAMMATION OF THE OPTIC NERVE. IT IS OFTEN CONGENITAL, BUT MAY ALSO BE CAUSED BY SYPHILIS, GLAUCOMA, MULTIPLE SCLEROSIS OR OTHER SYSTEMIC DISEASES. OPTIC ATROPHY HAS NO INFLUENCE ON WORK.

AMBLYOPIA

MARKED BY A REDUCTION IN THE ACUTENESS OF VISION WHICH CANNOT BE IMPROVED BY GLASSES, THIS CONDITION MAY BE CAUSED BY CONGENITALLY CROSSED EYES.

GLAUCOMA

ALTHOUGH THE CAUSE OF THIS DISEASE, CAUSING TENSION OR PRESSURE WITHIN THE EYEBALL, IS UNKNOWN, IT OCCURS ALMOST ENTIRELY IN PERSONS WHO LIVE IN A CLIMATE OF FEAR AND ANXIETY. VISION GROWS DIM, LEADING OFTEN TO OPTIC ATROPHY. LOSSES CANNOT BE RESTORED EVEN THOUGH EARLY TREATMENT MAY RELIEVE THE SYMPTOMS. WORK UNDER STRESS OR STRAIN OF ANY KIND MUST BE AVOIDED.

KERATITIS AND IRITIS

THE FIRST DISEASE CAUSES INFLAMMATION OF THE CORNEA, WHICH MAY SCAR IT AND CAUSE BLINDNESS. THE SECOND CAUSES INFLAMMATION OF THE IRIS, THE PART OF THE EYE WHICH HAS THE COLOR. BOTH ARE USUALLY DUE TO SYSTEMIC DISEASES. SEVERE CASES RESULT IN BLINDNESS. REGULAR WORK MAY BE CONTINUED, HOWEVER, ON THE ADVICE OF THE OPHTHALMOLOGIST.

DETACHED RETINA

IN THIS CONDITION THE INNER LAYER OF THE RETINA BECOMES SEPARATED FROM THE PIGMENT LAYER. THE CAUSE MAY HAVE BEEN A SUDDEN BLOW OR JOLT, EXTREME MYOPIA, CHOROID DISEASE, TRAUMA OR THE RESULT OF SURGERY. WORK LIMITATIONS, WHICH SHOULD BE DETERMINED BY AN OPHTHALMOLOGIST, USUALLY INCLUDE CURTAILMENT OF STRENUOUS EXERTION ESPECIALLY LIFTING, PUSHING, BENDING OR PULLING. THOUGH THE CONDITION MAY APPARENTLY BE CURED IF TREATED EARLY, STRENUOUS ACTIVITY SHOULD STILL BE AVOIDED.

MYOPIA

THIS IS NEAR-SIGHTEDNESS; BUT IN PROGRESSIVE CASES THE RETINA MAY BECOME DETACHED. THEREFORE, THE SAME WORK LIMITATIONS OBSERVED FOR DETACHED RETINAS HOLD. HOWEVER, THE USE OF THE EYES IS NOT USUALLY CONSIDERED A THREAT TO SIGHT.

ALBINISM

THIS CONDITION RESULTS FROM A DEFICIENCY OF PIGMENTATION IN THE EYE; IT CAUSES LOSS OF VISION. PERSONS SUFFERING FROM IT MUST AVOID BRIGHT LIGHT AND GLARE. THE CONDITION MAY BE STATIC; IT MAY IMPROVE OR DETERIORATE; IT MAY BE PROGRESSIVE. FIND OUT THROUGH COMPETENT MEDICAL AUTHORITY WHICH COURSE IS LIKELY IN EACH CASE.

MANY SYSTEMIC DISEASES MAY LEAD TO OCCULAR DISORDERS. FREQUENT OFFENDERS ARE SYPHILIS, TUBERCULOSIS, RHEUMATISM, NEPHRITIS, DIABETES, ARTERIOSCLEROSIS, HYPERTENSION, CARDIAC AILMENTS, METABOLISTIC AFFLICTIONS, CHRONIC ALCOHOLISM, INFECTIOUS DISEASES AND DISORDERS OF THE NERVOUS SYSTEM. ARTERIOSCLEROSIS AND HYPERTENSION, FOR EXAMPLE, MAY CAUSE RETINAL HEMORRHAGES, DETERIORATION AND DETACHMENT OF THE RETINA; DIABETES MAY LEAD TO CATARACT FORMATION AND REFRACTIVE CHANGES OF THE LENS OF THE EYE.

GATHERING THE FACTS

AFTER BECOMING ACQUAINTED WITH BLINDNESS AND ITS CAUSES, THE NEXT STEP IS TO GATHER FACTS ON THE BLIND IN YOUR COMMUNITY SO THAT YOU WILL HAVE AN IDEA OF THE NATURE AND EXTENT OF THE PLACEMENT PROBLEM. IT IS EQUALLY IMPORTANT TO LEARN ALL YOU CAN ABOUT THE TRANSPORTATION NETWORK AND THE EMPLOYMENT PATTERNS OF YOUR COMMUNITY.

THE BLIND IN YOUR COMMUNITY

HOW MANY BLIND PERSONS LIVE IN YOUR AREA? ARE THEY CONCENTRATED IN ANY PARTICULAR CENTERS? WHAT IS THEIR AGE AND SEX DISTRIBUTION? HOW MANY ARE READY, WILLING AND ABLE TO WORK? TO ANSWER THESE KEY QUESTIONS YOU WILL HAVE TO TURN TO SEVERAL SOURCES. FIRST, YOU SHOULD REVIEW YOUR OWN PUBLIC EMPLOYMENT SERVICE RECORDS FOR THE NUMBER OF BLIND PERSONS REGISTERED AND PLACED. ANOTHER SOURCE IS THE STATE AGENCY WHICH DEALS WITH THE BLIND. THIS PUBLIC BUREAU OR COMMISSION MAY HAVE THE DATA YOU SEEK. THEN, TOO, THE BRANCH OR REGIONAL OFFICES OF THE VETERANS ADMINISTRATION MAY BE ABLE TO HELP, ALONG WITH COMMUNITY AGENCIES AND MANY PRIVATE ORGANIZATIONS AIDING THE BLIND.

THE TRANSPORTATION NETWORK

MOST PEOPLE TAKE TRAVELING TO WORK FOR GRANTED: IT SOON BECOMES A MECHANICAL ROUTINE. NOT SO FOR THE BLIND. THE SIMPLEST TRIP IS FRAUGHT WITH OBSTACLES. BUT YOUR KNOWLEDGE OF THE LOCAL TRANSPORTATION NETWORK CAN HELP THE BLIND WORKER OVERCOME THESE OBSTACLES, WHICH ARE BY NO MEANS INSURMOUNTABLE.

SO, GET ANSWERS TO THE FOLLOWING QUESTIONS: HOW CAN THE INDUSTRIAL CENTER BE REACHED? WHAT MEANS OF TRANSPORTATION ARE AVAILABLE - BUSES, SUBWAYS, STREET CARS? ARE THERE ORGANIZED CAR POOLS? ARE SPECIAL TRAVEL ARRANGEMENTS PROVIDED FOR THE BLIND BY COMMUNITY AGENCIES? ARE SEEING-EYE DOGS PERMITTED ON TRANSIT FACILITIES? ARE SPECIAL RATES OFFERED?

IN SOME COMMUNITIES, FOR EXAMPLE, A BLIND PERSON ACCOMPANIED BY A GUIDE PAYS ONLY A SINGLE FARE. IN OTHERS, THEY RECEIVE NO PREFERENTIAL TREATMENT ON PUBLIC TRANSIT LINES. ELSEWHERE THEY MAY TAKE THEIR GUIDE DOGS WITH THEM. IN LARGE CITIES A COMPLICATED TRANSPORTATION NETWORK IS THE RULE. EACH ROUTE HAS TO BE WORKED OUT ON AN INDIVIDUAL BASIS. OCCASIONALLY, CAR POOLS CAN BE ARRANGED AT A NOMINAL COST TO TAKE A BLIND PERSON WHO LIVES IN A HARD-TO-REACH LOCATION TO WORK FROM A CENTRAL POINT.

GUIDE SERVICE, WHICH CAN OCCASIONALLY BE ARRANGED THROUGH AN AGENCY, IS UNFORTUNATELY QUITE EXPENSIVE AND ALSO RUNS COUNTER TO THE CURRENT EMPHASIS ON MAKING THE BLIND AS INDEPENDENT AS POSSIBLE. A MORE PRACTICAL AND BENEFICIAL ALTERNATIVE IS TO USE A VOLUNTEER GUIDE FOR THE FIRST AND SECOND TRIPS. IN ANY CASE, SURVEY THE TRAVEL SITUATION.

THE EMPLOYMENT PATTERN

THE ECONOMY OF YOUR COMMUNITY MUST BE CLEARLY UNDERSTOOD BEFORE ANY JOB SEEKERS - LET ALONE THE BLIND - CAN BE PLACED. YOU CAN GET THE MOST, AND THE BEST, HELP IN FINDING OUT WHAT INDUSTRIES, WHAT OCCUPATIONS, WHAT SKILLS ARE OF PARAMOUNT IMPORTANCE IN YOUR AREA, FROM YOUR OWN PUBLIC EMPLOYMENT SERVICE. LABOR MARKET ANALYSTS ESPECIALLY ARE A RICH MINE OF INFORMATION.

WHEN YOU HAVE THE PICTURE OF WHERE THE JOBS ARE AND WHO HIRES WHAT KIND OF WORKERS IN WHAT PARTICULAR OCCUPATION, YOU ARE READY TO MOVE TO THE NEXT STEP: FITTING THE BLIND INTO THE EMPLOYMENT PATTERN.

HERE IS THE WAY THIS METHOD WORKED IN NEW YORK CITY (IT REVEALED SOME SIGNIFICANT TRENDS):

RETAIL TRADE - THOUGH THE LARGEST SINGLE GROUP OF WAGE EARNERS ARE EMPLOYED IN THIS FIELD, ONLY A RELATIVELY SMALL NUMBER OF BLIND WORKERS FOUND GAINFUL EMPLOYMENT HERE. FOR THE MOST PART THEY HELD DOWN JOBS AS TICKETERS OF STAPLE GOODS SUCH AS HOSE, AS BULK PACKERS WHERE NO INVOICES NEED BE CHECKED, AND AS TRANSCRIPTION TYPISTS, AND INFORMATION CLERKS.

SERVICE INDUSTRIES - THIS IS THE SECOND LARGEST EMPLOYMENT FIELD IN THE CITY, BUT HELD OPEN FEW OPPORTUNITIES FOR THE BLIND, ALTHOUGH SOME PARTIALLY-SIGHTED WERE EMPLOYED AS PORTERS.

NEEDLE TRADES - WITH THE THIRD LARGEST INDUSTRY, IN TERMS OF EMPLOYMENT, WE ENCOUNTERED A SMALL MEASURE OF SUCCESS IN PLACING THE BLIND. THIS DESPITE ITS EXTREMELY HIGH-PRESSURE AND SEASONAL NATURE, WHICH IS, AFTER ALL, BASED ON SOMETHING AS FICKLE AS FASHION. EVEN SO, A FEW BLIND HAD BEEN PLACED AS FLOOR BOYS AND GIRLS AND AS SEWING MACHINE OPERATORS - ESPECIALLY IN THE MANUFACTURE OF STANDARDIZED PRODUCTS LIKE PILLOW CASES AND SHEETS. OCCASIONALLY, TOO, WE WERE ABLE TO FIND A JOB FOR A PARTIALLY-SIGHTED PRESSER.

IN GENERAL THE BULK OF PLACEMENTS FOR THE BLIND FALLS INTO THE MANUFACTURING CATEGORY AT ALMOST ALL SKILL LEVELS. OTHER JOBS FOR WHICH THE BLIND WORKERS ARE HIRED CUT ACROSS ALL INDUSTRIES, FOR EXAMPLE, AS TRANSCRIPTION TYPISTS AND MESSENGERS.

YOUR SURVEY WILL TURN UP VITAL INFORMATION FOR FUTURE OPERATIONS UNCOVERING MANY FIELDS WHERE LITTLE OR NOTHING HAS BEEN DONE, BUT WHERE OPPORTUNITIES FOR THE BLIND CAN BE DEVELOPED.

LIAISON WITH COOPERATING AGENCIES

JOHN DONNE, THE ENGLISH POET, WROTE: "NO MAN IS AN ISLAND ENTIRE UNTO HIMSELF." THIS IS TRUE OF ORGANIZATIONS AS WELL. YOUR INTEREST IN THE BLIND IS MATCHED BY THE INTEREST OF MANY AGENCIES IN YOUR COMMUNITY. WHERE THERE IS COMMON INTEREST, THERE SHOULD BE COOPERATION. MAKE USE OF THESE AGENCIES; THEY OFFER MUCH.

SOME TYPE OF COMMUNITY AGENCY, YOU WILL FIND, KNOWS MOST OF THE BLIND IN YOUR AREA AND WILL REFER SOME OF THEIR CLIENTS TO YOU FOR PLACEMENT. THEY PROBABLY HAVE EXHAUSTIVE CASE RECORDS INCLUDING VOCATIONAL AND MEDICAL INFORMATION. IF YOU WORK CLOSELY WITH THEM, YOU MAY ARRANGE TO SEE THESE RECORDS. THESE AGENCIES CAN ALSO HELP THE BLIND IN IMPORTANT WAYS RELATED TO PLACEMENT. FOR INSTANCE, THEY MAY OFFER FINANCIAL, MEDICAL, EDUCATIONAL AND FAMILY HELP.

ENLIST THE COOPERATION OF AS MANY AGENCIES AS YOU CAN. BUT BE SURE TO REVIEW AND REVISE YOUR WORKING RELATIONS WITH THEM AT THE OUTSET. PARTICIPATION OF THE EMPLOYMENT SERVICE MANAGER, SUPERINTENDENT AND DIRECTOR WITH THE REPRESENTATIVES OF THE AGENCIES SHOULD ALWAYS BE SOUGHT IN APPROVING SUCH AGREEMENTS.

AGREEMENTS WITH OTHER AGENCIES SHOULD ALWAYS ATTEMPT TO ESTABLISH A PRACTICAL DIVISION OF LABOR COVERING THE FOLLOWING POINTS:

1. REPORT TO THE EMPLOYMENT SERVICE FROM THE REFERRAL AGENCY
2. REPORT TO THE REFERRAL AGENCY FROM THE EMPLOYMENT SERVICE
3. EXCHANGE OF JOB AND LABOR MARKET INFORMATION

FOLLOWING IS THE SORT OF INFORMATION YOU SHOULD REQUEST THEM TO SUPPLY THE EMPLOYMENT SERVICE FOR EACH CLIENT REFERRED:

1. UP-TO-DATE MEDICAL REPORTS FROM RECOGNIZED OPHTHALMOLOGISTS
2. SUMMARIES OF VOCATIONAL SERVICE GIVEN, INCLUDING TEST RESULTS AND INTERPRETATIONS, TRAINING AND TRY-OUTS, AND VOCATIONAL OBJECTIVES

3. DATA ON SOCIAL ADJUSTMENT, PERSONALITY TRAITS, ATTITUDES AND BEHAVIOR PATTERNS
4. INFORMATION ON ABILITY TO TRAVEL
5. THEIR EVALUATIONS ON CLIENTS' ATTITUDES TOWARD EMPLOYMENT
6. OTHER DATA DEEMED PERTINENT BASED ON THEIR LONG EXPERIENCE WITH THEIR CLIENTS.

THE EMPLOYMENT SERVICE IN TURN CAN MAKE AVAILABLE TO THE AGENCIES REPORTS THAT INCLUDE THE FOLLOWING INFORMATION:

1. PLACEMENTS OF BLIND WORKERS AND THE TYPE OF JOBS IN WHICH THEY WERE PLACED
2. INSTANCES WHERE WORK OBJECTIVES WERE UNREALISTIC OR IMPRACTICAL AND WHERE NEW PLANS SHOULD BE DEVELOPED (IN THESE CASES, COOPERATING AGENCIES ASSUMED THE PRIME RESPONSIBILITY.)
3. INSTANCES WHERE EMPLOYMENT IN THE VOCATIONAL OBJECTIVE IS NOT IMMEDIATELY AVAILABLE, BUT WHERE INTERIM PLACEMENT AT A LOWER SKILL IN THE INTERIM WAS POSSIBLE
4. INSTANCES WHERE APPLICANTS ARE NOT APPARENTLY PLACEABLE WITH POSSIBLE RECOMMENDATIONS OF ADDITIONAL TRAINING, SHELTERED WORKSHOP EXPERIENCE, PERSONALITY ADJUSTMENT, OR FURTHER MEDICAL CARE.

BELOW IS A SAMPLE REPORT PREPARED BY ONE AGENCY FOR TRANSMITTAL TO THE EMPLOYMENT SERVICE:

<u>REFERRAL:</u>	CLIENT WAS REFERRED BY THE NEW YORK GUILD FOR THE JEWISH BLIND, FOR GUIDANCE, COUNSELING AND TRAINING.
<u>BIRTH:</u>	BORN IN BROOKLYN, NEW YORK 6/15/21
<u>BLINDNESS:</u>	EYE REPORT OF 11/15/54 INDICATES ACUITY-OD-6/200, O.S. BLIND, DIAGNOSIS - CONGENITAL GLAUCOMA AND CONGENITAL CATARACTS OU. RE-EXAMINATION RECOMMENDED. CLIENT SEEMS TO BE WELL ADJUSTED AND TRAVELS BY SELF WITH A CANE. HE CAN READ BRAILLE AND TYPEWRITE.
<u>MEDICAL:</u>	AS OF 8/12/54 INDICATES THAT CLIENT IS IN GOOD PHYSICAL CONDITION. THERE ARE NO PHYSICAL LIMITATIONS.
<u>ELIGIBILITY:</u>	CLIENT IS BLIND AND HAS BEEN UNEMPLOYED SINCE 5/54 BECAUSE OF DETERIORATING VISION. HE IS INTERESTED IN ADJUSTMENT TO BLINDNESS, ORIENTATION, EVALUATION AND TRAINING AS A BLIND PERSON TO PREPARE HIM FOR FEASIBLE EMPLOYMENT.

EDUCATION:

CLIENT ATTENDED ERASMUS HIGH SCHOOL UNTIL THE SEVENTH TERM AND LEFT AT 19 YEARS OF AGE BECAUSE OF FAILING VISION.

SOCIO-ECONOMIC:

CLIENT, 33 YEARS OF AGE, MARRIED, LIVES WITH WIFE AND DAUGHTER IN OWN APARTMENT AND IS RECEIVING PENSIONS AMOUNTING TO \$101.00 PER MONTH.

EMPLOYMENT:

FROM 1942 TO 1954, CLIENT WAS EMPLOYED AS A GENERAL WORKER AT ELECTRICAL HOME APPLIANCE STORE, EARNING \$55 PER WEEK. FROM 1939 TO 1940, SHELTERED WORKSHOP, AS OPERATOR AND CUTTER EARNING \$40 PER WEEK.

INITIAL PLAN:

CLIENT NEATLY GROOMED, WELL SPOKEN, INTELLIGENT, REALISTIC, INDICATED THAT HE IS INTERESTED IN TRAINING AND VOCATIONAL REHABILITATION SERVICE PROGRAM TO ENABLE HIM TO BECOME SELF-SUFFICIENT. CLIENT SPOKE INTELLIGENTLY AND SEEMED TO HAVE A GREAT DEAL OF MOTIVATION, DRIVE AND INCENTIVE FOR WORK. HE REQUESTED TRAINING IN DICTAPHONE.

HOWEVER, AFTER COUNSELING, GUIDANCE AND SUGGESTIONS, ACCEPTED COUNSELOR'S DISCUSSION ON NATURE, PURPOSE, SCOPE OF VOCATIONAL REHABILITATION SERVICE PROGRAM, HE SAID THAT HE WILL ACCEPT AN EVALUATION PROGRAM AT AN EVALUATION CENTER AND WILL MAKE EVERY EFFORT TO CO-OPERATE AND DEVELOP HIS SKILLS AND ABILITIES FOR EMPLOYMENT IN THEIR SHOP. CLIENT IS AN ENERGETIC, CONSCIENTIOUS AND WELL-DESERVING INDIVIDUAL AND WILL BENEFIT FROM EVALUATION AND TRAINING. COUNSELOR IS RECOMMENDING CLIENT FOR EVALUATION FOR FOUR WEEKS AT GUILD.

COORDINATION, YOU WILL FIND, WILL GREATLY AID EVERYONE CONCERNED WITH GETTING JOBS FOR THE BLIND.

SETTING MINIMUM EMPLOYABILITY STANDARDS

WHAT CAN BE EXPECTED OF A BLIND WORKER? HOW MUCH CAN HE DO? AS MUCH AS A SIGHTED PERSON? LESS? HOW MUCH LESS? AND WHO IS TO DECIDE? THESE QUESTIONS NEED ANSWERING BEFORE A PLACEMENT PROGRAM FOR THE BLIND CAN MAKE MUCH HEADWAY.

REACH AGREEMENT AT THE START THAT THE EMPLOYMENT SERVICE IS THE BEST JUDGE OF WHETHER A BLIND PERSON IS READY FOR PLACEMENT. IF A QUALIFIED EMPLOYMENT SERVICE INTERVIEWER DETERMINES THAT THE BLIND APPLICANT IS NOT READY FOR WORK, IT SHOULD BE UNDERSTOOD THAT HE REFERS HIM BACK TO THE AGENCY GIVING THEM HIS REASONS

AND RECOMMENDATIONS FOR ADDITIONAL SERVICE OR TRAINING DEMANDED BY THE JOB MARKET.

THIS APPROACH IS REALISTIC, FOR IT IS GEARED TO THE NEEDS OF THE JOB, WHICH ULTIMATELY MUST BE MET BY THE APPLICANT. THE FOLLOWING ARE SUGGESTED MINIMUM STANDARDS OF EMPLOYABILITY.

TO BE "EMPLOYABLE", A BLIND PERSON MUST BE ABLE TO

1. WORK EIGHT HOURS A DAY, FIVE DAYS A WEEK.
(IN COMMUNITIES WHERE PART-TIME JOBS ARE MORE AVAILABLE, DAYS AND HOURS CAN BE ALTERED.)
2. TRAVEL INDEPENDENTLY. HIGH COSTS AND SCARCITY MAKES THE USE OF GUIDES PROHIBITIVE.
3. COMPETE IN JOB PERFORMANCE ON EQUAL TERMS WITH THE SIGHTED.
4. MAKE THE PROPER SOCIAL ADJUSTMENTS REQUIRED IN WORKING WITH OTHERS.
5. RESIST ASKING FOR SPECIAL PRIVILEGES, NO MATTER HOW SLIGHT. ANYTHING, BEYOND SUPERIOR PERFORMANCE AND GOOD BEHAVIOR, THAT SETS A BLIND PERSON APART IS OUT OF ORDER.
6. MEET THE STANDARDS OF A CAREFULLY SELECTED JOB. THIS WAS THE CRUCIAL TEST; ANY DEVIATION MAKING THE BLIND PERSON CONSPICUOUS MUST BE AVOIDED.

PERSONNEL: SELECTION AND TRAINING

PEOPLE ARE THE HEART OF A PLACEMENT PROGRAM FOR THE BLIND. SKILLED PROFESSIONAL PERSONNEL CAN OFTEN MAKE A SUCCESS OF AN UNINSPIRED PROGRAM; BUT EVEN THE BEST PROGRAM WILL FAIL WITHOUT THE RIGHT PERSONNEL IN THE RIGHT JOBS AT THE RIGHT TIME. FOR THIS REASON SELECTION OF STAFF IS CRUCIAL.

SELECTION

BUT IT IS IMPOSSIBLE TO ADHERE TO ABSOLUTELY HARD AND FAST SELECTION STANDARDS, ESPECIALLY SINCE QUALIFIED WORKERS ARE NOT TO BE FOUND EVERYWHERE. IT IS STRONGLY RECOMMENDED, HOWEVER, THAT THE PERSON IN CHARGE OF THE PROGRAM SHOULD HAVE, ABOVE ALL, CONSIDERABLE EXPERIENCE AND KNOW-HOW IN SELECTIVE PLACEMENT TECHNIQUES WITH THE SEVERELY DISABLED. IF NO ONE WITH THE

ABOVE QUALIFICATIONS IS AVAILABLE, A THOROUGHLY EXPERIENCED PLACEMENT INTERVIEWER WITH WIDE KNOWLEDGE OF LOCAL LABOR MARKET CONDITIONS SHOULD BE CONSIDERED. ANYONE WITH SPECIAL EXPERIENCE OR TRAINING IN WORKING WITH THE BLIND OR OTHER DISABLED SHOULD ALSO BE WEIGHED AS A POSSIBILITY.

WHILE EXPERIENCE AND TRAINING ARE IMPORTANT FACTORS, MUCH THOUGHT MUST BE GIVEN TO PERSONAL TRAITS; SOMETIMES THEY CAN OUTWEIGH THE OTHER REQUIREMENTS; FOR PLACING THE BLIND IS HARD, UPHILL WORK, AND PERSEVERANCE COUNTS FOR MUCH. SYMPATHY IS ALSO IMPORTANT; THE WORKER MUST "SEE" THE SITUATION FROM THE BLIND PERSON'S POINT OF VIEW; MUST UNDERSTAND AND RESPECT HIS PHYSICAL AND EMOTIONAL PROBLEMS. A CONDESCENDING OR PATRONIZING ATTITUDE IS QUICKLY DETECTED.

TRAINING

GENERAL ORIENTATION IS A BASIC POINT TO BE COVERED IN A TRAINING PROGRAM FOR STAFF WHO WILL PLACE BLIND WORKERS. IT IS BEST GIVEN BY THE AREA CONSULTANT, AND SHOULD BE SUPPLEMENTED BY TRAINING IN SELECTIVE PLACEMENT, IF NECESSARY. A GOOD PLAN WOULD CALL FOR A PRACTICAL, ON-THE-JOB TRAINING PROGRAM FOR INTERVIEWERS WHO HAVE HAD NO EXPERIENCE WITH THE BLIND.

SUCH A TRAINING COURSE SHOULD INCLUDE:

1. VISITS TO WORKSHOPS TO OBSERVE THE BLIND AT WORK.
2. VISITS TO FIRMS WHICH HAVE HIRED BLIND WORKERS TO SEE THEM UNDER COMPETITIVE JOB CONDITIONS. DURING VISITS TO WORKSHOPS AND EMPLOYERS, THE TRAINEE SHOULD BE ENCOURAGED TO TALK TO BLIND WORKERS.
3. A REVIEW OF METHODS AND TECHNIQUES OF RECEIVING THE BLIND.
4. PRACTICE IN REGISTERING NEW BLIND APPLICANTS, AFTER A CAREFUL REVIEW OF INTERVIEWING TECHNIQUES.
5. WIDE COLLATERAL READINGS IN THE LITERATURE PUBLISHED ON THE BLIND.

6. TRAINING AND PRACTICE ON EMPLOYER VISITING TECHNIQUES. THE SELECTION OF INDUSTRIES SHOULD BE QUITE DIVERSIFIED TO PROVIDE A CROSS SECTION OF THE KINDS OF WORK BEING PERFORMED. AT FIRST THE TRAINEE OBSERVES WHILE THE EXPERIENCED INTERVIEWER CONDUCTS THE VISIT. LATER, AFTER PRACTICE, THE ROLES SHOULD BE REVERSED AND THE EXPERIENCED INTERVIEWER DOES THE OBSERVING.
7. TRAINING AND PRACTICE, USING THE SAME METHOD, FOR OTHER PROCESSES, SUCH AS SELECTION, REFERRAL, TELEPHONE SOLICITATION, ETC.
8. STAFF CONFERENCES BEFORE AND AFTER EACH VISIT OR INTERVIEW TO GIVE AN OPPORTUNITY TO COMMENT, ASK QUESTIONS AND REVIEW.

THIS COURSE GIVES THE TRAINEE A CHANCE TO LEARN WHILE WORKING. IT IS ON-THE-JOB TRAINING AT ITS BEST.

CHAPTER III

OPERATIONS

NOW WE COME TO THE OPERATIONS--OR THE DAILY WORK--OF A PLACEMENT PROGRAM FOR THE BLIND. ALL PREVIOUS ACTIVITY--ORIENTATION, PLANNING, SETTING STANDARDS, SURVEYING THE COMMUNITY, SELECTING AND TRAINING STAFF--IS THE BUILD UP FOR THIS WORK. THE OPERATION, LIKE THE BATTLE, IS THE PAYOFF.

RECEPTION AND ROUTING

SINCE BLINDNESS AFFECTS THE INDIVIDUAL'S MOBILITY, ESPECIALLY IN UNFAMILIAR SURROUNDINGS, ALL STAFF HAVING ANY CONTACT WITH BLIND APPLICANTS, INCLUDING RECEPTIONISTS, ELEVATOR OPERATORS AND GUARDS, SHOULD BE TRAINED ON TECHNIQUES OF RECEIVING, ROUTING AND ESCORTING.

THE FOLLOWING POINTS SHOULD BE COVERED:

1. BLIND PERSONS MUST NOT BE KEPT WAITING ON LINES; NOR RECEIVE ANY PROCESSING AT COUNTERS; INSTEAD THEY SHOULD BE ESCORTED IMMEDIATELY TO THE PROPER INTERVIEWER OR AREA FOR A SEATED INTERVIEW.
2. BLIND PERSONS SHOULD BE GREETED SIMPLY.
3. RECEPTIONISTS SHOULD DETERMINE WHERE THE APPLICANT BELONGS AND ESCORT HIM THERE. THE PROPER WAY TO ESCORT A BLIND PERSON IS TO OFFER YOUR ARM AND GIVE SPECIFIC INSTRUCTIONS, LIKE TURN RIGHT, TURN LEFT.
4. WHEN THE BLIND PERSON REACHES THE CHAIR, PLACE HIS HAND ON THE BACK OF IT SO THAT HE MAY SEAT HIMSELF EASILY. IF HE IS TO WAIT, TELL HIM HE WILL BE SEEN SHORTLY BY AN INTERVIEWER, AND THEN IMMEDIATELY NOTIFY THE INTERVIEWER OF HIS ARRIVAL.
5. IF ACCOMPANIED BY A DOG, ASK THE APPLICANT WHETHER HE WANTS TO BE ESCORTED BY DOG. IF SO, THE RECEPTIONIST SHOULD LEAD THE WAY; THE DOG WILL FOLLOW, LEADING THE APPLICANT. IF THE APPLICANT WISHES THE RECEPTIONIST TO ESCORT HIM, SHE SHOULD OFFER HER ARM. DO NOT PET OR PLAY WITH THE DOG: HE IS TRAINED TO GIVE ALL OF HIS ATTENTION TO HIS MASTER AND SHOULD NOT BE DISTRACTED.

TECHNIQUES OF INTERVIEWING THE BLIND

IN DEALING WITH A BLIND APPLICANT, THE SAME PROFESSIONAL STANDARDS ARE ADHERED TO AS WITH ANY OTHER APPLICANT APPLYING FOR WORK. THE FOLLOWING TECHNIQUES ARE REITERATED FOR SPECIAL CONSIDERATION:

1. APPLICANT IS SCHEDULED ON AN APPOINTMENT BASIS IN ORDER TO AVOID NEEDLESS VISITS.
2. THE APPOINTMENT IS MADE FOR A DEFINITE TIME OF DAY AND WITH A SPECIFIC PERSON.
3. ALL NECESSARY REPORTS AND RECORDS REQUIRED FROM OUTSIDE SOURCES SHOULD BE AVAILABLE BEFORE THE INITIAL APPOINTMENT.
4. INTERVIEWER NEVER CALLS THE WAITING BLIND APPLICANT, BUT GOES TO WHERE HE IS SEATED AND GREETES HIM. IF IT IS A FIRST INTERVIEW, THE INTERVIEWER INTRODUCES HIMSELF, THEN ESCORTS THE APPLICANT TO DESK, EXPLAINING SURROUNDINGS, WHAT HE IS DOING AND WHY. A BLIND PERSON LIKES TO KNOW JUST WHERE HE IS GOING SO THAT HIS NEXT VISIT WILL BE EASIER.
5. ORIENT AND ESTABLISH RAPPORT BY BRIEFLY TELLING HIM WHERE HE IS, ASKING HOW HE CAME, WHO REFERRED HIM, WHETHER HE HAD BEEN REGISTERED PREVIOUSLY. IF PREVIOUSLY REGISTERED, EXPLAIN ANY CHANGES, ESPECIALLY PHYSICAL ONES IN THE OFFICE.
6. TREAT THE BLIND APPLICANT AS YOU WOULD ANY OTHER APPLICANT. DON'T BE OVERSOLICITIOUS, OVERANXIOUS, AND DON'T MAKE HIM FEEL DEPENDENT. TRY TO BE INFORMAL, FRIENDLY, SHOW INTEREST.
7. USE THE CASE WORK APPROACH AND HAVE THE SAME INTERVIEWER SEE HIM AT EACH VISIT. IF IT IS NECESSARY TO ASSIGN THE APPLICANT TO ANOTHER INTERVIEWER, THE APPLICANT SHOULD BE TOLD OF THE CHANGE.
8. CAREFULLY EXPLAIN EVERY ACTION--I.E., RENEWAL DATE, ETC.
9. IF IT IS NECESSARY TO MAKE A TELEPHONE CALL OR TO TALK TO ANOTHER PERSON DURING THE INTERVIEW, EXPLAIN THE INTERRUPTION: FOR EXAMPLE, SAY, "I AM TELEPHONING."
10. GET AS COMPLETE INFORMATION AS POSSIBLE ON THE FIRST VISIT IN ORDER TO KEEP ADDITIONAL VISITS TO A MINIMUM.
11. ENCOURAGE REINTERVIEW BY TELEPHONE, WHEN POSSIBLE.

12. MAKE THE TERMINATION OF INTERVIEW CLEAR TO THE APPLICANT. LET HIM RISE BY HIMSELF AND GET READY TO LEAVE, THAT IS, GET CANE OR DOG. THEN AGAIN OFFER ARM AND ESCORT HIM TO THE DOOR OR THE ELEVATOR. SOMETIMES IT MAY BE NECESSARY TO TAKE THE BLIND APPLICANT TO THE BUS OR SUBWAY STATION.

EVALUATING THE BLIND APPLICANT

YOUR APPLICANTS AND THEIR CHARACTERISTICS MUST CONSTANTLY BE KEPT IN MIND. BY KNOWING WHO THEY ARE, WHAT THEY NEED, WHAT HAS BEEN DONE FOR THEM, YOU LEARN WHAT MORE YOU CAN DO, AND HOW TO DO IT BEST.

IN GENERAL EXPERIENCE SHOWS THAT THE BLIND ARE MUCH LIKE THE SIGHTED: THEY HAVE THE SAME HUMAN CHARACTERISTICS, PERSONALITY TRAITS, LIKES, DISLIKES, TALENTS, AMBITIONS, DRIVES AND DESIRES. IF ANYTHING THE BLIND ARE PERHAPS MORE DISCIPLINED. THEY MUST LEARN OR RELEARN ORDINARY HABITS OF DAILY LIVING LIKE EATING, DRESSING, READING, TRAVELING--IN ADDITION TO LEARNING HOW TO EARN A LIVING.

SINCE IT IS PRACTICALLY IMPOSSIBLE TO PLACE AN UNTRAINED, INEXPERIENCED AND UNORIENTED BLIND PERSON, THE PROCESS OF LEARNING TO LIVE WITH BLINDNESS SHOULD START AT THE VERY EARLIEST AGE POSSIBLE. THIS IS THE RESPONSIBILITY OF THE FAMILY, THE SCHOOL OR THE AGENCY FOR THE BLIND. ONLY AFTER THIS ADJUSTMENT IS MADE, CAN THE BLIND INDIVIDUAL BE CONSIDERED READY FOR PLACEMENT SERVICE.

THE APPLICATION PROCESS

EVERY BLIND APPLICANT MUST BE GIVEN A COMPLETE APPLICATION. THIS IS DONE FOR SEVERAL REASONS.

FIRST, TO GATHER ALL PERTINENT INFORMATION NEEDED FOR MAKING A SUITABLE EVALUATION AND CLASSIFICATION; SECOND, TO CUT DOWN ON ROUTINE REINTERVIEWS; THIRD, SO THAT A COMPLETE JOB PROMOTIONAL CAMPAIGN CAN BE CARRIED OUT; FOURTH, SO THAT THE APPLICATION CAN BE USED FOR SELECTION AND REFERRAL; LASTLY SO THAT ALL THE FACTS CAN BE COLLECTED AND EVALUATED IN ORDER TO DETERMINE APPLICANT'S EMPLOYABILITY STATUS.

THE APPLICATION CARD, ES 67, (SAMPLE ATTACHED) OR SOME VARIATION OF IT, SHOULD BE USED IN ALL CASES. SINCE THE SELF-APPLICATION CARD HAS NOT BEEN MODIFIED FOR THE BLIND, IT IS NECESSARY FOR THE INTERVIEWER TO SECURE AND RECORD THE INFORMATION IN ALL CASES. ES 67 INCLUDES THE FOLLOWING:

ITEMS 4 TO 14: VITAL STATISTICS. THIS IS SELF EXPLANATORY.

ITEM 15: EDUCATION AND TRAINING.

ALL AREAS OF EDUCATION AND TRAINING WHICH ARE VOCATIONALLY SIGNIFICANT SHOULD BE EXPLORED IN DETAIL, GIVING GREATER EMPHASIS WHERE THE WORK HISTORY IS SCANTY. WITH THE YOUNG, INEXPERIENCED BLIND APPLICANT, IT IS OFTEN DESIRABLE TO SECURE SCHOOL RECORDS IN ORDER TO EVALUATE PROGRESS, ACHIEVEMENT AND COMPREHENSION. SUCH AS:

- WHAT TRAINING COURSES DID HE HAVE?
- WHICH COURSES DID HE LIKE? DISLIKE? WHY?
- IF COURSE NOT COMPLETED, WHY?
- WHAT WERE GOALS WHEN ATTENDING COURSE OR SCHOOL?
- ARE THEY THE SAME NOW?
- DID HE PARTICIPATE IN EXTRA CURRICULA ACTIVITIES? WHICH ONES?
- HOW DID HE TRAVEL TO AND FROM SCHOOL?
- IN GENERAL, FIND OUT HOW NOTES WERE TAKEN, HOW ASSIGNMENTS WERE HANDLED--BRAILLE, TALKING BOOKS, SOUNDSCRIBERS, READERS, TAPE RECORDERS, ETC.

ITEMS 1 AND 2: WORK HISTORY

GET A COMPLETE BREAKDOWN: JOB TASKS; DATES AND LENGTH OF EMPLOYMENT; RELATIONSHIP WITH CO-WORKERS; SUPERVISORS; EMPLOYERS; METHODS OF TRAVEL TO AND FROM JOBS; USE OF GUIDE OR DOG; MOBILITY ON JOB; THAT IS, GETTING TO WASH-ROOMS, LUNCHROOMS, ETC; ABILITY TO SET UP WORK; OWN EVALUATION OF PERFORMANCE; THAT IS, WHAT HE LIKED, WHAT HE DIDN'T LIKE, WHAT WAS DIFFICULT, HOW MUCH EXTRA HELP NEEDED FROM SUPERVISORS; REASON FOR LEAVING JOB.

1. WHAT IS YOUR REGULAR LINE OF WORK? _____				HOW LONG HAVE YOU WORKED _____															
WHAT KIND OF WORK DO YOU WANT? _____				AT YOUR REGULAR LINE? _____															
2. WORK EXPERIENCE: LIST YOUR LAST JOB FIRST, THEN LIST YOUR OTHER MOST IMPORTANT AND LONGEST JOBS.				SUMMATION (FOR OFFICE USE ONLY)															
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
EMPLOYED FROM MONTH YEAR		TO MONTH YEAR		RATE OF PAY		REASON FOR LEAVING													
NAME OF FIRM				DESCRIBE WORK YOU DID															
ADDRESS																			
KIND OF BUSINESS																			
3. FOR VETERANS:				DESCRIBE WORK YOU DID IN ARMED FORCES															
DATE ENTERED SERVICE _____				DATE OF DISCHARGE _____															
BRANCH OF SERVICE _____				SERIAL NO. _____															
DO NOT WRITE ON THIS SIDE OF HEAVY LINE.																			
A B C D E F G H I J I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20																			
4. PRINT V LAST NAME FIRST NAME INITIAL 5. SOCIAL SECURITY NO.										16. OCCUPATIONAL TITLES CODES									
6. ADDRESS (STREET, CITY, POSTAL ZONE)																			
7. TELEPHONE NUMBER 8. HEIGHT WEIGHT 9. BIRTH DATE										17. SUMMARY OF SKILLS - INTERESTS & ACTIVITIES - TEST RESULTS									
10. MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/> 11. WILL YOU ACCEPT WORK OUT-OF-TOWN? WILL YOU WORK A NIGHT SHIFT? 12. IF UNION MEMBER, GIVE NAME OF UNION AND LOCAL NUMBER										18. LOC. INS OFF NO. 19. CONTACT DATA AND BEN. STAT									
13. DESCRIBE ANY PHYSICAL DISABILITY																			
14. YOU MAY CHECK MY REFERENCES (APPLICANT'S SIGNATURE)																			
15. EDUCATION AND TRAINING (CIRCLE HIGHEST GRADE COMPLETED)																			
NAME OF SCHOOL										COURSE OR MAJOR MINOR DEGREE YEAR									
OTHER TRAINING: (INCLUDE WHERE PERTINENT SUBJECTS LIKED BEST AND LEAST; FOREIGN LANGUAGES; MEMBERSHIP IN PROFESSIONAL SOCIETIES.)										20. TOOLS, UNIFORMS, TRANSPORTATION									
										OWN CAR? YR. MODEL									

ITEM 3: FOR VETERANS, DEALS WITH EXPERIENCE IN MILITARY SERVICE.

ITEM 17: SUMMARY OF SKILLS-INTERESTS AND ACTIVITIES - TEST RESULTS.

IN ADDITION TO THE OBVIOUS ENTRIES, THERE SHOULD ALSO BE INCLUDED ANY HOBBIES OR PART TIME PURSUITS OR INTERESTS WHICH HAVE VOCATIONAL SIGNIFICANCE. THESE CAN ALSO BE CLUES IN EVALUATING THE WHOLE MAN -- IN TERMS OF INDEPENDENCE, FREEDOM OF MOVEMENT, INITIATIVE AND IMAGINATION. INTERPRETATION OF TEST RESULTS INDICATING FIELDS OF WORK, RATHER THAN TEST SCORES ARE INCLUDED HERE.

ITEMS 18 AND 19: DEAL WITH BENEFIT STATUS, CONTACT DATES AND LOCAL INSURANCE OFFICE. (IN NEW YORK CITY INSURANCE AND PLACEMENT OFFICES ARE SEPARATE.)

ITEM 22: COMMENTS

THIS SECTION SHOULD INCLUDE NOTATIONS ON THE FOLLOWING POINTS:

1. DETERMINATION OF SERVICE NEEDED.
2. IMMEDIATE AND ULTIMATE GOALS. (FOR COUNSELING CASES A SPECIAL INSERT CARD, ES 67.13 (SAMPLE ATTACHED) IS USED IN WHICH PROBLEM, RELEVANT FACTS, AND PLAN ARE DESCRIBED.)
3. SIGNIFICANT INFORMATION ABOUT HOBBIES, TRAINING PLANS, ETC.
4. INFORMATION ABOUT APPEARANCE, BEHAVIOUR, PERSONALITY.
5. DESCRIPTION OF HANDICAP, MEDICAL INFORMATION, AND WORK LIMITATIONS.

THIS IS A SUMMARY OF INFORMATION RECEIVED FROM APPLICANT, AGENCY FOR THE BLIND, AND MEDICAL FACILITY. A COMPLETE MEDICAL EVALUATION FOR EACH BLIND APPLICANT IS NECESSARY SO THAT HIS PHYSICAL CAPACITIES AND LIMITATIONS CAN BE DETERMINED AND ANY REMAINING VISION PRESERVED. ALL

Name:

Occupational Code:

Date &
InitialsRecord Counseling Problem, Relevant Facts, Plan, and Action Taken. Date and Initial each
counseling interview.

ES 67.13 (7-55)

N.Y. - Dept. of Labor - D.E.

APPLICATION INSERT - COUNSELING

BACK

Date &
Initials

MEDICAL AND DIAGNOSTIC TERMINOLOGY MUST BE TRANSLATED TO APPLY TO THE PHYSICAL CAPACITY OF THE APPLICANT. IT IS ALSO IMPORTANT TO KNOW WHETHER THERE ARE ANY DISABILITIES IN ADDITION TO THE BLINDNESS, FOR THESE MUST BE CONSIDERED AND EVALUATED AS PART OF THE TOTAL PICTURE.

EYE FORM, ES 340.4 (SAMPLE ATTACHED)

A SPECIALLY DEVELOPED MEDICAL FORM, (ES 340.4) DEVELOPED FOR USE WITH EYE DISABILITIES IS IN USE IN NEW YORK STATE. IT IS EITHER MAILED OR GIVEN TO THE APPLICANT, AND IS COMPLETED BY THE PROPER DOCTOR, HOSPITAL OR HEALTH AGENCY. SOME AGENCIES COMPLETE OUR EYE FORM WHILE OTHERS PREFER TO GIVE US THE MEDICAL DATA IN SUMMARY FORM. THE FOLLOWING IS A GLOSSARY OF THE TERMINOLOGY LIKELY TO APPEAR IN THESE COMPLETED FORMS:

WITHOUT CORRECTION MEANS WITHOUT GLASSES.

WITH CORRECTION MEANS WITH GLASSES.

O D (OCULUS DEXTER) IS LATIN ABBREVIATION FOR RIGHT EYE.

O S (OCULUS SINISTER) IS LATIN ABBREVIATION FOR LEFT EYE.

O U (OCULUS UTERQUE) IS LATIN ABBREVIATION FOR BOTH EYES.

IT IS ALSO NECESSARY TO DISTINGUISH BETWEEN THE VARIOUS DOCTORS AND TECHNICIANS IN THIS FIELD. FOR EXAMPLE:

OCULISTS AND OPHTHALMOLOGISTS ARE BOTH DOCTORS OF MEDICINE WHO SPECIALIZE IN THE DIAGNOSIS AND TREATMENT OF DISORDERS AND DISEASES OF THE EYE.

OPTICIANS ARE MAKERS OF OPTICAL INSTRUMENTS OR GLASSES.

OPTOMETRISTS ARE LAY TECHNICIANS LICENSED TO MEASURE RANGE AND VISION, AND PRESCRIBE AND FIT GLASSES.

SOMETIMES, DOCTORS, UNFAMILIAR WITH OCCUPATIONAL DEMANDS MAY NOT COMPLETE MEDICAL FORMS ADEQUATELY. USUALLY THE COMMISSION FOR THE BLIND OR THE OFFICIAL AGENCY FOR THE BLIND MAY BE CALLED UPON FOR MEDICAL INTERPRETATION. THE FOLLOWING OUTLINE IS USED AS A GUIDE IN RECORDING MEDICAL INFORMATION ON THE APPLICATION CARD. THIS IS A COMPOSITE OF MEDICAL REPORT,

STATE OF NEW YORK - DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT

NEW YORK STATE EMPLOYMENT SERVICE
affiliated with
United States Employment Service

EYE REPORT FOR

To:

Name _____

Address _____

Birth Date _____ Clinic No. _____

Date of Last Contact With You _____

Occupation Code _____

File No. _____

S. S. Account Number

--	--	--	--	--	--	--	--	--	--

Dear Sir:

The applicant whose name appears above states that he/she has had his/her eyes examined by you.

Will you please supply the information requested on the reverse of this form and return it to us in the enclosed envelope which requires no postage. This information will be of great assistance to us in our efforts to find suitable work for the applicant.

Very truly yours,

Date _____

Title _____

REPORT OF EYE EXAMINATION

DIAGNOSIS

Date of examination: _____

Right Eye _____

Left Eye _____

Etiology _____ Date of Onset _____

History of Eye Injury, if any _____

VISUAL ACUITY (If necessary, state vision in terms of ability to count figures, hand movements or light perception.)

Far Vision (Based on Snellen types)

Without correction

With best correction

Near Vision

With correction (if any)

Right: _____

Left: _____

MUSCLE BALANCE (If significant) _____

Stereopsis _____

Color Vision _____

PROGNOSIS: Will Improve ☐ Remain static ☐ Uncertain ☐ Probably get worse ☐

If physical activities are limited in any way, please indicate by:

- checking the NO column for each activity or condition that is forbidden
- checking the LTD (limited) column for items for which his capacity is limited. Where extent of limitation is ascertainable please describe under "Remarks"
- leaving blank any item for which capacity is normal

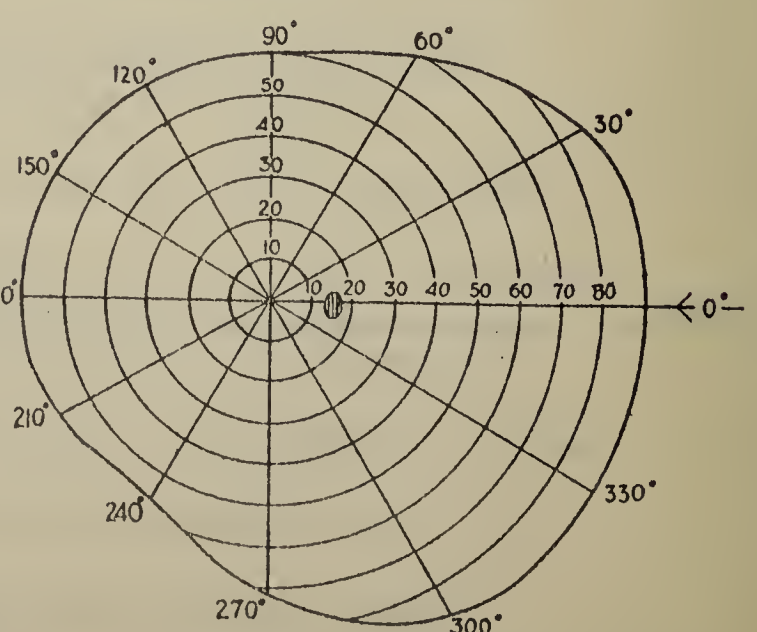
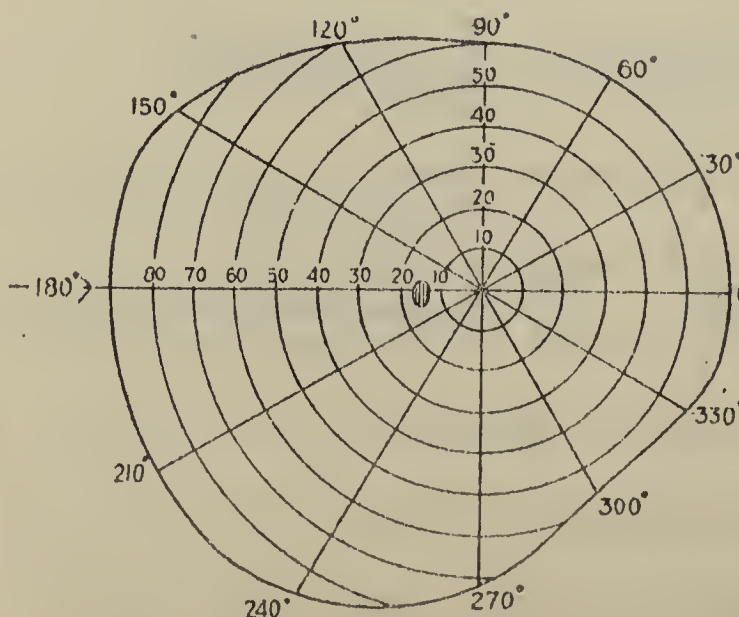
PHYSICAL ACTIVITIES	NO	LTD	WORKING CONDITIONS	NO	LTD
Stoop			Toxic poisons		
Reach			Dust		
Lift			Overbright illumination		
Carry			Low illumination		
Push, pull			Infra-red rays		
Use close vision			Ultra violet rays		
Use multiple distance vision			Vibration or jarring		
Work under magnifying lens			Fumes		
Other			High temperature		
			Low temperature		
			Humid		
			Dry		

Remarks: _____

VISUAL FIELDS:

Left Eye

Right Eye



Please state size of test object _____

Central scotomata may also be plotted above

Date _____

SIGNED: _____

Eye Physician

APPLICANT'S OWN EVALUATION AND INTERVIEWER'S INTERPRETATION
INTO VOCATIONAL TERMS:

NATURE OF DISABILITY.
CAUSE.
PROGNOSIS.
VISUAL ACUITY MEASUREMENTS.
DEGREE TO WHICH FIELD OF VISION IS AFFECTED.
IS DEPTH PERCEPTION AFFECTED?
SENSITIVITY TO TOXIC SUBSTANCES.
PHYSICAL ACTIVITIES AND WORKING CONDITIONS TO
BE AVOIDED.

THE FOLLOWING IS AN ACTUAL SUMMARY AS IT APPEARS IN THE
"COMMENTS" SECTION:

"CHRONIC GLAUCOMA APHABIA (LENS REMOVED IN RIGHT
EYE) WITH VISION OF 20/50 VARIABLE WITH VISUAL
FIELD RESTRICTED TO DIAMETER OF 10 FEET WITH BEST
CORRECTION. LEFT EYE ABSOLUTE GLAUCOMA. NO VISION.
APPLICANT SHOULD AVOID WORK INVOLVING NERVOUS
TENSION, VIBRATION, OR JARRING. TYPING, IN WHICH
APPLICANT IS EXPERIENCED, IS SUITABLE, BUT SHOULD
BE PLACED WHERE LITTLE PRESSURE OR TENSION EXIST.
MEDICAL FOLLOW UP RECOMMENDED IN THREE MONTHS."

THE ORIGINAL MEDICAL REPORT CAN THEN BE EITHER FILED IN A
SEPARATE MEDICAL FILE OR ATTACHED DIRECTLY TO THE APPLICA-
TION CARD. BUT REGARDLESS OF THE SYSTEM USED, THE
APPLICATION CARD MUST CONTAIN A SUMMARY OF ALL PERTINENT
INFORMATION.

ITEM 16: OCCUPATIONAL TITLES.

AFTER EVALUATING ALL OF THE INFORMATION, A PRIMARY OCCUPATIONAL
CLASSIFICATION IS ASSIGNED ON THE BASIS OF THE APPLICANT'S
HIGHEST SKILL. IN SOME INSTANCES, WHERE THE INDIVIDUAL CANNOT
BE PLACED READILY IN THE PRIMARY SKILL OR WHERE HE HAS TWO
MARKETABLE SKILLS, A SECONDARY CLASSIFICATION IS ASSIGNED
AND EFFORTS MADE TO FIND EMPLOYMENT IN EITHER.

COUNSELING .

THE COUNSELOR FOR THE BLIND DEALS WITH EACH APPLICANT AS AN INDIVIDUAL WHO HAS HIS OWN PROBLEMS, HIS OWN SET OF CHARACTERISTICS, AND HIS OWN WAY OF REACTING TO THEM. THE COUNSELOR IS INTERESTED IN ASSISTING THE BLIND PERSON CHOOSE A SUITABLE FIELD OF WORK, OR TO MAKE A PROPER JOB ADJUSTMENT. A SPECIAL INSERT FORM, ES 67.13, (SAMPLE ATTACHED) IS USED FOR ALL COUNSELING CASES. THE COUNSELING PROCESS INCLUDES:

1. IDENTIFICATION OF THE PROBLEM.
2. RELEVANT FACTS.
3. PLAN.

THE FOLLOWING ARE SOME OF THE TYPES OF COUNSELING PROBLEMS WITH WHICH YOU MAY BE FACED:

1. FULL USE NOT BEING MADE OF TRAINING AND EXPERIENCE.

EXAMPLE: WOMAN, 27, CONGENITALLY BLIND. HAVING A B.A. DEGREE IN SOCIOLOGY, SHE WANTS TO ENTER THE FIELD OF SOCIAL WORK. BUT SOMEWHERE ALONG THE LINE, SHE HAD BEEN GIVEN THE IMPRESSION THAT AS A BLIND PERSON SHE SHOULD BE SATISFIED WITH ANY JOB AND NOT ASPIRE TOO HIGH. SHE WAS TRAINED IN EDIPHONE OPERATING AND HAS BEEN WORKING FOR THE PAST FEW YEARS IN THAT OCCUPATION. SHE IS VERY UNHAPPY, HOWEVER, FOR SHE HAS ALWAYS WANTED TO DO SOCIAL WORK, EVEN THOUGH SHE NEVER DID ANYTHING ABOUT THIS.

QUALIFICATIONS AND OPPORTUNITIES IN SOCIAL WORK WERE DISCUSSED, AND MEETINGS ARRANGED FOR HER WITH SOCIAL AGENCIES. SINCE SHE WAS DETERMINED AS EVER TO GO INTO SOCIAL WORK, THE FOLLOWING PLAN WAS ARRIVED AT MUTUALLY:

- A) WE WOULD TRY TO FIND EMPLOYMENT FOR HER AS A CASE AIDE IN A SOCIAL AGENCY FOR WHICH HER BACKGROUND QUALIFIED HER.
- B) SHE WOULD KEEP HER PRESENT JOB UNTIL SHE FINDS SOMETHING ELSE.
- C) SHE WOULD APPLY TO SEVERAL UNIVERSITIES TO SEE ABOUT FURTHER EDUCATION TO QUALIFY AS A SOCIAL WORKER.

* * *

2. DESIRE TO IMPROVE SKILLS OR LEARN A NEW SKILL.

EXAMPLE: MAN, 26, BORN BLIND. HE COMPLETED 2 YEARS OF SPECIAL HIGH SCHOOL FOR THE BLIND WHERE HE LEARNED HANDICRAFTS. AFTER LEAVING SCHOOL HE OBTAINED A JOB AS A PORTER, WHICH HE KEPT BECAUSE OF HIS BLINDNESS. RECENTLY, BECAUSE HE WANTS TO MARRY, HE HAS VOICED DISCONTENT WITH HIS JOB. MOREOVER HE FEELS HE CAN WORK ON A HIGHER LEVEL. HE WAS REFERRED TO THE VOCATIONAL REHABILITATION SERVICE; THEIR TESTS AND OTHER EVALUATION CONFIRMED HIS CONFIDENCE. HE IS CURRENTLY BEING TRAINED IN FILM PROCESSING.

* * *

3. CHANGE OF REGULAR OCCUPATION MADE NECESSARY DUE TO BLINDNESS.

EXAMPLE: WOMAN, 32, WHO BECAME TOTALLY BLIND SUDDENLY AS A RESULT OF DIABETES. A PRIVATE DUTY AND OPERATING ROOM NURSE FOR 10 YEARS, SHE HAD TO GIVE UP HER PROFESSION BECAUSE OF BLINDNESS. THE APPLICANT WAS QUITE DESPONDENT WHEN SHE APPLIED TO THE EMPLOYMENT SERVICE: SHE ANTICIPATED A FUTURE WEAVING MATS AND SHE COULDN'T ACCEPT IT. SHE WAS OBSESSED WITH THE IDEA OF CONTINUING AS AN OPERATING ROOM NURSE -- EVEN THOUGH EVERY HOSPITAL IN THE CITY HAD TURNED HER DOWN. TWO OR THREE INTERVIEWS HELPED HER UNDERSTAND THAT THERE MIGHT BE OTHER EMPLOYMENT OPEN TO HER, WHERE SHE COULD UTILIZE HER MEDICAL BACKGROUND. WHEN SHE SEEMED READY TO BENEFIT FROM TRAINING SHE WAS REFERRED TO VOCATIONAL REHABILITATION SERVICE AND TRAINED AS A MEDICAL TRANSCRIPTION TYPIST. AFTER TRAINING, THE EMPLOYMENT SERVICE WAS ABLE TO PLACE HER IN A HOSPITAL WHERE SHE TAKES DICTATION FROM SURGEONS.

* * *

4. UNWILLINGNESS TO ENTER INTO OR CONTINUE WITH TRAINING.

EXAMPLE: YOUNG MAN, 19, BLIND AT BIRTH. THE APPLICANT HAD COMPLETED TWO YEARS OF HIGH SCHOOL FOR THE BLIND AND LEFT AGAINST ADVICE. HE ATTEMPTED SEVERAL PROJECTS BUT FAILED BECAUSE HE LACKED TRAINING AND WAS UNABLE TO HANDLE EVEN THE SIMPLEST, MOST ROUTINE JOB. SEVERAL TIMES TRAINING HAS BEEN BROACHED BUT HE RESISTED IT, FEELING IT IS UNNECESSARY FOR THE SIMPLE FACTORY JOB HE WANTS. HIS RESISTANCE TO ANY TRAINING OR PREPARATION AND HIS RESULTANT LACK OF SKILL MAKE HIM VIRTUALLY UNPLACEABLE AT THIS TIME.

* * *

5. UNWILLINGNESS TO ACKNOWLEDGE DISABILITY.

EXAMPLE: YOUNG WOMAN, 30 YEARS, WITH PROGRESSIVE RETINITIS PIGMENTOSA, SOME VISION, BUT AN UNFAVORABLE PROGNOSIS.

THIS APPLICANT HAD 3½ YEARS OF HIGH SCHOOL AND WAS WORKING AS A RECEPTIONIST AND SUPERVISOR OF PAGE BOYS AND MESSENGERS. AS HER VISION DETERIORATED, SHE GAVE THIS UP BECAUSE OF DIFFICULTY IN RECOGNIZING FACES. SHE NEEDS ADDITIONAL SKILLS WHICH WOULD ENHANCE HER PLACEMENT POSSIBILITIES, BUT SHE REFUSES TO GO TO ANY BLIND AGENCY FOR TRAINING; SHE CANNOT BE HELPED ELSEWHERE. HER PLACEMENT PROSPECTS AT THIS POINT ARE NOT TOO GOOD, AND IT CAN ONLY BE HOPED THAT EVENTUALLY HER EXPERIENCE AND THE PATIENT GUIDANCE OF THE COUNSELOR WILL BRING HER TO ACCEPT HER DISABILITY.

* * *

6. SEASONALITY AND TECHNOLOGICAL CHANGES AFFECTING BLIND WORKERS.

EXAMPLE: MANY JOBS IN THE TELEVISION INDUSTRY WHICH THE BLIND PERFORM HAVE BEEN AFFECTED BY BOTH SEASONALITY AND TECHNOLOGICAL CHANGE. FOR INSTANCE, ONE OF THE SUB-ASSEMBLY TASKS ON PRINTED CIRCUITS, HAS BEEN ALMOST ENTIRELY ELIMINATED BECAUSE OF ADVANCES IN AUTOMATION. WHERE 400 WORKERS (MANY OF THEM BLIND) WERE FORMERLY EMPLOYED, NOW ONLY 3 OR 4 WORKERS ARE NEEDED. NEW FIELDS OF WORK AND RETRAINING HAD TO BE CONSIDERED FOR MANY OF THESE WORKERS, BECAUSE OF THE LACK OF OTHER COMPARABLE OPERATION WHICH PROVIDED STABLE EMPLOYMENT OPPORTUNITIES.

* * *

7. UNREALISTIC DEMANDS.

EXAMPLE: YOUNG MAN, 21, BORN WITH PARTIAL VISION. HE COMPLETED ONE YEAR OF HIGH SCHOOL, BUT LEFT WITH THE CONSENT OF THE SCHOOL BECAUSE OF HIS LIMITED CAPACITY. (HE WAS CONSIDERED TO BE MENTALLY RETARDED AND CONSEQUENTLY TRAINING WAS NOT FEASIBLE). HE WAS FINALLY PLACED AS A MESSENGER WHICH WAS DEEMED HIS HIGHEST LEVEL OF FUNCTIONING. RECENTLY HE QUIT, HOWEVER, WITH THE ENCOURAGEMENT OF HIS FAMILY, AND INSISTS ON BEING TRAINED IN A TRADE SO THAT HE CAN ADVANCE AND EARN MORE MONEY. AT THIS STAGE THE EMPLOYMENT SERVICE IS UNABLE TO DO ANYTHING FURTHER AND CASE HAS BEEN REFERRED BACK TO THE COOPERATING AGENCY.

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8. PERSONALITY PROBLEMS.

(CONSTANT LETTER WRITING TO EMPLOYERS, GOVERNOR, PRESIDENT AND OTHERS; CHRONIC COMPLAINING ABOUT SERVICE AND TREATMENT; POOR WORK HABITS LIKE COMING LATE, NOT OBSERVING REGULATIONS; DEMANDS FOR SPECIAL ATTENTION; INABILITY TO GET ALONG WITH OTHERS.)

EXAMPLE: MAN, 48, BLIND FOR 6 YEARS AS A RESULT OF DETACHED RETINA. FORMERLY A WATCHMAN AND ELEVATOR OPERATOR, HE CANNOT FOLLOW THIS OCCUPATION. HE HAS BEEN OFFERED WORK WITH A TELEPHONE ANSWERING SERVICE - HE CAN DO THE JOB - BUT REFUSED IT. INSTEAD HE INSISTS ON A NEWSSTAND, ALTHOUGH THE NEW YORK STATE COMMISSION FOR BLIND HAS TURNED HIM DOWN. THIS APPLICANT HAS WRITTEN HUNDREDS OF LETTERS, MOSTLY ABUSIVE; HE IS DISAGREEABLE, STUBBORN AND DISRUPTIVE, HAS ANTAGONIZED ALMOST EVERYONE WITH WHOM HE HAS HAD CONTACT. BECAUSE OF SEVERE PERSONALITY FACTORS, THIS MAN HAS MADE HIMSELF VIRTUALLY UNEMPLOYABLE.

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9. TRAINED TOWARD IMPRACTICAL VOCATIONAL OBJECTIVE.

EXAMPLE: YOUNG MAN, 25, WITH DETACHED RETINA. HE WAS TRAINED IN THE UPHOLSTERY LINE WHICH REQUIRES HEAVY LIFTING AND MOVING OF FURNITURE. BUT THESE ACTIVITIES ARE DEFINITELY CONTRA-INDICATED BY HIS DOCTOR. CONFERENCES ARE UNDERWAY WITH THE TRAINING AGENCY, TO RECONSIDER THE VOCATIONAL OBJECTIVE AND POSSIBLY DIRECT HIM INTO ANOTHER FIELD.

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10. LACK OF OPPORTUNITY AND INADEQUACY OF TRAINING.

EXAMPLE: A YOUNG MAN, 29, TOTALLY BLIND SINCE BIRTH. THIS APPLICANT HAS A BACHELOR'S DEGREE IN PSYCHOLOGY, AND HAS APPLIED FOR WORK AS A CLINICAL PSYCHOLOGIST. HIS ONLY PSYCHOLOGY EXPERIENCE, HOWEVER, WAS IN TEST EVALUATION AND COUNSELING AS A VOLUNTEER WITH TWO ORGANIZATIONS FOR THE BLIND. HE ALSO WORKED TWO SUMMERS WHILE AT SCHOOL AS A FILM SPOOLER. AN INTENSIVE JOB CAMPAIGN -- INCLUDING TELEPHONE SOLICITATION, INDIVIDUAL LETTERS WITH RESUMES AND EVEN RADIO SPOT ANNOUNCEMENTS - FAILED TO FIND HIM A PSYCHOLOGIST'S JOB. HE HAD NEITHER SUFFICIENT PAID EXPERIENCE NOR EDUCATION. (IN NEW YORK CITY A MASTER'S DEGREE IS ESSENTIAL.) BUT, SINCE HE HAS TO WORK AND WOULD FIND BETTER OPPORTUNITY IN HIS PROFESSION IF BETTER QUALIFIED, TWO STEPS WERE TAKEN:

- A) A JOB CAMPAIGN FOR INTERIM EMPLOYMENT AS A FILM SPOOLER WAS DEVELOPED.
- B) A RETURN TO THE AGENCY OF REFERRAL FOR ADDITIONAL COUNSELING WAS PLANNED, TO SET UP A MORE REALISTIC AND PRACTICAL PRIMARY JOB OBJECTIVE.

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11. RELATED PROBLEMS.

IN ADDITION, PROBLEMS OF AGING, LACK OF EXPERIENCE, POOR WORK HISTORY, COMPLICATION OF OTHER DISABILITIES PRESENT PROBLEMS WHICH WOULD MAKE PLACEMENT DIFFICULT EVEN IF BLINDNESS WERE NOT A FACTOR. IN FACT, IT WILL BE OBSERVED THAT MANY OF THE PROBLEMS PRESENTED ARE NOT PROBLEMS SO MUCH OF BLINDNESS, BUT OTHER FACTORS WHICH CAN AND DO AFFECT THE SIGHTED.

SELECTION AND APPRAISAL OF A SUITABLE JOB.

JUST AS WE MUST EVALUATE THE WHOLE MAN, SO WE MUST EVALUATE THE WHOLE JOB IN ORDER TO DO PROPER MATCHING. IT IS IMPOSSIBLE TO DESCRIBE IN ANY GENERAL WAY THE TYPES OF WORK SUITABLE FOR THE BLIND: TOO MANY PERSONAL FACTORS ENTER INTO THEIR PERFORMANCE; NO TWO OF THEM HAVE THE SAME ABILITIES OR PREFERENCES. ONLY BY APPRAISING THE INDIVIDUAL CAPACITIES AND QUALIFICATIONS AND MATCHING THESE WITH THE PHYSICAL DEMANDS AND OTHER SPECIFICATIONS OF THE JOB CAN SELECTION OF A SUITABLE JOB BE MADE.

IN APPRAISING THE SUITABILITY OF JOBS FOR BLIND, THE FOLLOWING FACTORS SHOULD BE TAKEN INTO CONSIDERATION IN DETERMINING WHETHER OR NOT THE JOB IS SUITABLE:

1. TRANSPORTATION TO AND FROM THE PLANT. THIS IS VERY IMPORTANT AS SOME OF THE BLIND MAY BE LIMITED IN THEIR TRAVEL ABILITY.
2. THE WORK AREA. IS WORK DONE IN A LIMITED AREA OR MUST WORK BE DONE IN MORE THAN ONE AREA, NECESSITATING MOVEMENT FROM ONE AREA TO ANOTHER?
3. PRE-POSITIONING OF MATERIALS. PRE-POSITIONING PLAYS A GREAT PART IN THE WORK HABITS OF THE BLIND.
4. VISUAL DIALS OR GUIDES. CERTAIN JOBS REQUIRING READING OF THESE MAY BE CONSIDERED UNFEASIBLE FOR THE BLIND. HOWEVER, CERTAIN DEVICES ARE ON THE MARKET WHICH SUBSTITUTE SOUND FOR DIAL READING. (THE TIMKIN-ROLLER-BEARING COMPANY HAS PERFECTED A SOUND INSPECTION GAUGE AS A SUBSTITUTE FOR READING A METER.) BEFORE RULING A JOB OUT, ASCERTAIN IF ONE OF THESE DEVICES COULD BE INSTALLED.
5. READING OF CLOCKS, GAUGES, AND DISTINGUISHING COLORS. JOBS REQUIRING THESE OPERATIONS ALSO SHOULD NOT BE RULED OUT FOR THE BLIND. MANY FIRMS HAVE INSTALLED BRAILLED INSTRUMENTS AND BRAILLED TAGS TO DISTINGUISH COLORS. THEY ARE NOT COSTLY AND CAN BE EASILY INSTALLED.

6. WORKING NEAR OR WITH MOVING PARTS. THIS MAY BE CONSIDERED HAZARDOUS TO THE BLIND. HOWEVER, SOME FIRMS HAVE FOUND AIR VIBRATIONS NEAR MOVING PARTS CAN BE FELT. IN THAT WAY, THE BLIND KNOW THAT THEY ARE REACHING AN UNSAFE AREA AS SOON AS THEY FEEL THE AIR VIBRATION.
7. SENSITIVE TOUCH. JOBS CALLING FOR THIS ABILITY ARE GENERALLY EXCELLENT FOR THE BLIND. AMONG THE MORE COMMON ONES ARE MICA SPLITTING AND BURRING JOBS.

SUCH INFORMATION ABOUT JOBS MAY BE OBTAINED FROM:

- INFORMATION GIVEN BY REGULAR INTERVIEWERS HANDLING SPECIFIC OCCUPATIONS.
- STUDY AND ANALYSIS OF JOB ORDERS.
- DICTIONARY OF OCCUPATIONAL TITLES, PARTS I AND IV.
- OCCUPATIONAL HANDBOOKS PREPARED BY MILITARY SERVICES.
- JOB SPECIFICATIONS AND JOB ANALYSES WHERE AVAILABLE.
- FIELD VISITS: WITH PARTICULAR ATTENTION TO WORKING CONDITIONS, PHYSICAL LAYOUT, TRAVEL FACILITIES, ETC.

LOCATING JOBS

JOB LEADS FOR THE BLIND COME FROM A VARIETY OF SOURCES. SOME OF THE WAYS OF SECURING JOB OPENINGS ARE:

1. SEARCH OF CURRENT ORDERS IN THE LOCAL OFFICE. A GOOD WORKING RELATIONSHIP SHOULD BE ESTABLISHED WITH ALL REGULAR INTERVIEWERS SO THAT THEY WILL COOPERATE IN SUGGESTING JOB LEADS AND MAKING THEIR OPENINGS AVAILABLE.
2. CLEARANCE WITH OTHER OFFICES WHERE MORE THAN ONE EMPLOYMENT OFFICE IN COMMUNITY.
3. STATEWIDE OR COUNTRY-WIDE CLEARANCE MAY BE USED FOR WELL QUALIFIED APPLICANT.
4. CURRENT NEWSPAPER WANT ADS.
5. TRADE PAPERS.
6. COOPERATING AGENCIES BOTH BLIND AND OTHERS WHO HAVE EMPLOYMENT SECTIONS.
7. EMPLOYER ASSOCIATIONS, TRADE ASSOCIATIONS AND UNIONS.
8. CHAMBERS OF COMMERCE, VETERAN ORGANIZATIONS, OTHER COMMUNITY ORGANIZATIONS WHICH MAY BE OF ASSISTANCE.
9. TELEPHONE SOLICITATION, FIELD VISITS AND OTHER PROMOTIONAL MEDIA.

10. IMAGINATION AND RESOURCEFULNESS CANNOT BE STRESSED ENOUGH.

THE FOLLOWING IS AN EXAMPLE OF THIS, AND THOUGH THE APPLICANT IS NOT YET PLACED IN A REGULAR JOB, HE IS WELL ON THE WAY TO SUCCESS.

B.B., 29, HAS A BACHELOR'S DEGREE IN SHORT STORY WRITING FROM COLUMBIA UNIVERSITY, AND IS TOTALLY BLIND AS A RESULT OF A WAR INJURY. HIS OBJECTIVE IS PUBLIC RELATIONS, ADVERTISING OR RELATED WORK. FOR THE PAST FOUR OR FIVE YEARS HE HAS BEEN WRITING RADIO AND TV SCRIPTS AT HOME, MAINTAINING HIMSELF AND HIS FAMILY ON HIS PENSION. HE DECIDED THE TIME HAD COME TO GET A FULL-TIME JOB AND WAS REFERRED BY THE VETERANS ADMINISTRATION TO THE EMPLOYMENT SERVICE. WE DISCUSSED THE POSSIBILITY OF WORKING IN ADVERTISING, PERHAPS IN MARKETING AND RESEARCH. WE ALSO THOUGHT IN TERMS OF PUBLIC RELATIONS IN WHICH HE HAD HAD SOME EXPERIENCE. WE ASKED THE INTERVIEWER IN OUR PROFESSIONAL OFFICE FOR ADVICE REGARDING THIS FIELD, AND A FEW FIRMS WERE SUGGESTED. WE SPOKE TO THEM AND GOT FURTHER ADVICE FROM THEM AS TO OTHER TYPES OF AGENCIES MOST LIKELY TO CONSIDER A BEGINNER. RESUMES WERE SENT TO SEVERAL ADVERTISING AGENCIES AND THREE OR FOUR INTERVIEWS WERE ARRANGED. THE APPLICANT WAS GIVEN HELPFUL, CONSTRUCTIVE CRITICISM ON SOME OF HIS SCRIPTS.

WE ALSO ARRANGED AN APPOINTMENT WITH JUST ONE BREAK, ONE OF THE AGENCIES WITH WHICH WE WORK AND WHICH HAS EXCELLENT CONTACTS IN THIS FIELD. THIS RESULTED IN A MEETING WITH THE ADVERTISING POST OF THE AMERICAN LEGION, WHERE SEVERAL OF THE EXECUTIVES VOLUNTEERED TO HELP MR. B. IN FACT, AN OFFICIAL OF A NATIONAL BROADCASTING CHAIN READ SOME OF HIS WORK AND OFFERED HELPFUL ADVICE. THE PROBLEM OF EXTENSIVE READING REQUIRED IN THIS WORK CAME OUT. HE WAS ADVISED TO CONTACT ONE OF THE AGENCIES

FOR THE BLIND WHICH FURNISH READERS, USUALLY COLLEGE STUDENTS
DESIRING TO EARN EXTRA MONEY.

HE ENTERED A CONTEST SPONSORED BY ONE OF THE BROADCASTING
COMPANIES FOR ONE OF ITS ADVERTISERS. HE WON THE COMPETITION
AND WENT TO HOLLYWOOD FOR THE FILMING OF THE SCRIPT.

PREPARING THE APPLICANT FOR REFERRAL.

THE JOB MUST BE PRESENTED HONESTLY AND REALISTICALLY TO THE
APPLICANT; BOTH DESIRABLE AND UNDESIRABLE ASPECTS SHOULD BE STRESSED. COM-
PLETE INFORMATION ABOUT THE JOB GIVEN TO THE APPLICANT SHOULD INCLUDE:

1. COMPLETE DESCRIPTION OF JOB DUTIES AND SET-UP.
2. LOCATION OF JOB AND TRANSPORTATION REQUIRED TO REACH
WORK. EXACT INSTRUCTIONS MUST BE GIVEN TO THE BLIND
APPLICANT REGARDING NUMBER OF BLOCKS TO WALK, FLOOR,
WHETHER ELEVATOR OR STAIRS USED AND DIRECTIONS ON HOW
TO TURN WHEN REACHING PROPER FLOOR. EXPLAIN WHETHER
ELEVATOR IS SELF-SERVICE OR ATTENDED.
3. DESCRIBE ANY IDIOSYNCRASIES OR RULES ABOUT THE FIRM OR
SUPERVISOR, IF KNOWN. FOR EXAMPLE, NO SMOKING OR GUM
CHEWING DURING WORKING HOURS.
4. SALARY, HOURS, UNION AFFILIATION AND ANY OTHER INFORMA-
TION REGARDING WORKING CONDITIONS.
5. ANY HAZARDS TO GUARD AGAINST.
6. PROMOTIONAL OPPORTUNITIES AND HOW TO ACHIEVE THEM, FOR
EXAMPLE, THROUGH ADDITIONAL TRAINING COURSES.
7. SEASONALITY, IF ANY IN THE INDUSTRY OR TRADE.

THE INTERVIEWER IN READYING THE BLIND APPLICANT FOR REFERRAL SHOULD
ENCOURAGE HIM TO REPORT ANY DIFFICULTIES OR PROBLEMS HE MAY ENCOUNTER WHICH
YOU MAY BE ABLE TO HELP HIM RESOLVE. HE SHOULD ALSO IMPRESS UPON THE APPLICANT
THE IMPORTANCE OF THE PROPER APPROACH IN KEEPING HIS APPOINTMENT AND ON REPORTING
ON TIME. IF HE DECLINES THE POSITION AFTER THE INTERVIEW, TELL HIM TO BE SURE
TO SAY SO AND NOT GIVE THE ERRONEOUS IMPRESSION THAT HE IS GOING TO TAKE ON
SOMETHING HE DOES NOT INTEND TO DO. IF HE DECIDES NOT TO TAKE THE JOB HE SHOULD

LET THE EMPLOYMENT SERVICE KNOW SO THAT SOMEONE ELSE CAN BE REFERRED.

IN SOME CASES, IT WILL BE NECESSARY FOR THE BLIND WORKER TO LOOK FOR AND PROMOTE HIS OWN JOB. IN THIS EVENT, HE MAY NEED ASSISTANCE IN PREPARATION OF RESUMES, LETTERS AND EMPLOYER LEADS. HELP HIM GROUP EMPLOYERS GEOGRAPHICALLY, SO THAT HE MAY REACH THEM CONVENIENTLY. NEWSPAPER ADS MAY BE BROUGHT TO HIS ATTENTION, AS WELL AS OTHER LEADS HE MAY FOLLOW. HE MAY BE ENCOURAGED TO UTILIZE HELP OF FRIENDS, FAMILY AND OTHER CONTACTS. HOW MUCH ABILITY AND INGENUITY AN INDIVIDUAL WILL HAVE FOR INDEPENDENT JOB SEARCH WILL VARY BUT IT IS IMPORTANT TO MAKE THEM FEEL THEIR RESPONSIBILITY IN THIS AREA.

PREPARING THE EMPLOYER.

THE FIRST AND BASIC RULE IN THE PLACEMENT OF THE BLIND -- AS WITH ALL OTHER PLACEMENT -- IS CAREFUL SELECTION OF THE INDIVIDUAL BASED ON HIS ABILITY TO DO THE JOB. HOWEVER, WE MUST REALIZE THAT NO MATTER HOW WELL QUALIFIED THE APPLICANT, WE MUST CONSIDER HOW TO PRESENT THE PROBLEM OF BLINDNESS TO THE EMPLOYER. THE FOLLOWING APPROACH HAS PROVED SUCCESSFUL:

1. THE EMPLOYER IS ALWAYS CONTACTED AND PREPARED FOR REFERRAL OF A BLIND WORKER, AND A DEFINITE APPOINTMENT IS SCHEDULED WITH A SPECIFIC PERSON.
2. A STRAIGHT-FORWARD ACCOUNT OF THE EXPERIENCE, TRAINING, OR SKILL OF THE APPLICANT AS IT RELATES TO A SPECIFIC JOB, WITHOUT OVER-SELLING, IS GIVEN TO THE EMPLOYER.
3. THE DEGREE OF BLINDNESS IS EXPLAINED TO THE EMPLOYER IN SIMPLE LAY TERMS, AND HE IS PREPARED FOR THE USE OF ANY AIDS, SUCH AS, GUIDE DOG, HUMAN GUIDE, CANE.
4. THE POSITIVE ASPECTS ARE STRESSED; THAT IS, THE APPLICANT'S ABILITY TO DO THE JOB, PREVIOUS EXPERIENCE, INDEPENDENCE, ETC.
5. WHEN DEALING WITH AN EMPLOYER WHO HAS HAD NO PREVIOUS EXPERIENCE WITH THE BLIND, IT IS ADVISABLE TO ARRANGE FOR A PERSONAL VISIT, BOTH FOR PURPOSES OF GETTING FIRST HAND INFORMATION ABOUT THE PLANT, AND FOR SOUNDING OUT AND ORIENTING THE EMPLOYER TO THE IDEA OF USING A BLIND WORKER.

THE REFERRAL PROCESS.

ONCE THE APPLICANT AND THE EMPLOYER ARE PREPARED FOR EACH OTHER THE ACTUAL MECHANICS OF REFERRAL MUST BE CONSIDERED. IN PRINCIPLE IT IS FINE FOR A BLIND APPLICANT TO ATTEND THE INITIAL INTERVIEW WITH THE EMPLOYER, UNESCORTED. IN PRACTICE, HOWEVER, IT IS ONLY THE COMPLETELY INDEPENDENT, ADJUSTED, EXPERIENCED WORKER WHO HAS SUFFICIENT CONFIDENCE AND KNOW-HOW TO MAKE THIS FIRST TRIP ALONE. IN SUCH CASES, HE MUST BE GIVEN DETAILED INSTRUCTIONS AS TO HOW TO REACH, FLOOR, WHOM TO SEE, AND HOW TO APPROACH THE EMPLOYER AND ANY OTHER PERTINENT INFORMATION OR ADVICE.)

IN MOST SITUATIONS IT IS NECESSARY TO ESCORT THE BLIND APPLICANT TO THE FIRST INTERVIEW. OFTEN THE EMPLOYER IS NOT READY OR ABLE TO HANDLE SUCH AN INTERVIEW WITHOUT ASSISTANCE, OR, THE APPLICANT IS TOO INSECURE OR APPREHENSIVE TO SHOW UP TO GOOD ADVANTAGE. UNFAMILIARITY WITH SURROUNDINGS AND COMPLICATED TRAVEL ALL WORK AGAINST THE SUCCESS OF THE UNESCORTED FIRST VISIT. IF A GUIDE DOG IS USED, THE EMPLOYER'S CONSENT MUST BE GIVEN. THE ADVANTAGES OF A GUIDE DOG MAY BE EXPLAINED AS FOLLOWS: THEY TAKE NO ADDITIONAL SPACE, SIT UNDER DESK OR TABLE, NEED NO SPECIAL ATTENTION, GO OUT ONLY WHEN MASTER DOES, SOON BECOME AN UNOBTRUSIVE PART OF THE OFFICE. THE BLANKET ON WHICH THE DOG RESTS AND ITS DRINKING CUP ARE SUPPLIED BY BLIND PERSON; DOGS ARE NEVER FED DURING WORKING HOURS.

THE TECHNIQUE OF GREETING THE BLIND APPLICANT, SEATING HIM AND ESCORTING HIM OUT OF THE OFFICE ARE EXPLAINED TO THE EMPLOYER.

ONCE MANAGEMENT APPROVAL HAS BEEN RECEIVED, SUPERVISORY STAFF COOPERATION HAS TO BE OBTAINED. REASSURING THE FOREMAN OR SUPERVISOR RELIEVES RESISTANCE OR FEAR ON HIS PART, AND PAVES THE WAY FOR THE CLIENT. OFTEN, UNION APPROVAL MUST BE GOTTEN. IN THESE CASES, IT IS ADVISABLE TO CONTACT THE UNION EXECUTIVE TO DISCUSS ACCEPTANCE OF THE BLIND WORKER.

OCCASIONALLY, EXECUTIVES OF THE UNION AND THE COMPANY MAY BE WILLING TO RESERVE A SPECIFIC JOB ON WHICH A BLIND PERSON IS HIRED AS A REPLACEMENT FOR ANOTHER BLIND WORKER.

ORIENTATION TO JOB.

ONE OF THE SELLING POINTS IN PLACING THE BLIND IS THE ASSISTANCE GIVEN TO EMPLOYERS IN JOB ORIENTATION. HOW MUCH OF THIS ORIENTATION IS DONE BY THE EMPLOYMENT SERVICE AND HOW MUCH BY COOPERATING AGENCIES WILL DEPEND ON THE SERVICES AVAILABLE IN THE COMMUNITY. WHERE POSSIBLE, IT IS ADVISABLE TO HAVE COOPERATING AGENCIES HELP IN THE MORE TECHNICAL ASPECTS OF JOB ORIENTATION, SUCH AS SETTING UP THE WORK, DEVELOPING OR MODIFYING TOOLS OR JIGS TO FACILITATE PERFORMANCE. IT SHOULD BE POINTED OUT TO THE EMPLOYER THAT THERE ARE DEFINITE STEPS TO BE FOLLOWED IN THE INITIAL ADJUSTMENT PROCESS WHICH WILL SOON ENABLE THE APPLICANT TO BECOME SELF-DIRECTING. THE EMPLOYER SHOULD BE TOLD BECAUSE THIS ADJUSTMENT TAKES A LITTLE LONGER FOR A BLIND WORKER THAT YOUR ASSISTANCE IS BEING OFFERED.

SOME OF THE POINTS TO CONSIDER IN THE JOB ORIENTATION PROCESS; THEY HELP MAKE THE BLIND WORKER MORE INDEPENDENT:

1. THE APPLICANT IS TAKEN THROUGH THE MOTIONS OF A COMPLETE ENTRANCE AND EXIT TO THE PLANT, AND RECOMMENDATIONS ARE OFFERED TO THE EMPLOYER WHICH WILL REASSURE HIM AND ESTABLISH CONFIDENCE IN THE EVENTUAL SELF-DIRECTING CAPACITY OF THE BLIND WORKER.
2. THE APPLICANT SHOULD BE GUIDED ALONG THE STEPS HE MUST TAKE, FROM ENTRANCE TO WORK BENCH. HE SHOULD BE TOLD ABOUT THE SURROUNDINGS AND OF ANY EXTENSIONS SUCH AS VENDING MACHINES, FIRE EXTINGUISHERS, WASTE PAPER BASKET, WATER COOLER, OPEN DOORS. HE SHOULD BE SHOWN THE WASH AND LUNCH ROOMS AND TAKEN OUT THROUGH THE PROPER EXIT. REPEAT THIS UNTIL THE APPLICANT HAS THE FEEL OF HIS NEW SURROUNDINGS.
3. THE FIRST OR LAST SLOT OF THE TIME CLOCK SHOULD BE RESERVED FOR THE BLIND WORKER.

4. IN SAME MANNER, THE FIRST OR LAST HINGE IN CLOAK ROOM, OR IF A LOCKER, THE FIRST LOCKER, SHOULD BE ASSIGNED.
5. THE BLIND WORKER SHOULD BE INTRODUCED TO HIS SUPERVISORS AND CO-WORKERS.
6. STAFF OF PLANT SHOULD BE GIVEN ORIENTATION AND PREPARATION IN HOW TO DEAL WITH THE BLIND WORKER. THE EMPLOYER MAY WISH TO DO THIS HIMSELF OR HE MAY ASK EMPLOYMENT SERVICE WORKER TO DO IT. WHOEVER HANDLES THIS JOB SHOULD COVER THESE POINTS:

-HOW THE BLIND PERSON CONDUCTS HIMSELF IN SHOP.

-WHAT HELP TO OFFER, IF ANY, AND WHEN.

-ALERT ELEVATOR OPERATORS, GUARDS, AND OTHERS, OF BLIND PERSON'S EMPLOYMENT SO THAT THEY KNOW WHERE HE WORKS.

-STRESS TO EVERYONE THAT THE BLIND WORKER SHOULD ONLY BE GIVEN HELP WHEN NEEDED OR WHEN HE REQUESTS IT, OTHERWISE SHOULD BE PERMITTED INDEPENDENCE.

THE FOLLOWING CASE ILLUSTRATES HOW THE EMPLOYMENT SERVICE WAS OF VALUABLE ASSISTANCE TO AN EMPLOYER IN ORIENTING A BLIND DICTAPHONE OPERATOR:

THE EMPLOYER AGREED TO HIRE A BLIND TRANSCRIPTION TYPIST BUT FELT THAT HE WOULD NEED HELP IN ORIENTING HER TO THE JOB AND THE STAFF. SINCE THIS WAS A RATHER LARGE OFFICE, WITH MANY CORRIDORS HAVING DOORS, AS WELL AS VENDING MACHINES, FIRE EXTINGUISHERS, FILING CABINETS, THE EMPLOYMENT SERVICE INTERVIEWER UNDERTOOK THE ORIENTATION, RECOMMENDING THAT CORRIDOR DOORS BE KEPT OPEN. IN ACCOMPANYING THE GIRL THROUGH THE OFFICES AND TOWARDS THE WASHROOMS, THE INTERVIEWER POINTED OUT THE OBSTACLES TO AVOID. AFTER A FEW TRIPS BACK AND FORTH, THE BLIND WORKER SAID SHE HAD HER BEARINGS. SHE WAS HELPED TO SET UP HER DESK AND ARRANGE THE MANY DIFFERENT FORMS AND LETTERHEADS. THE STATIONERY WAS DESCRIBED, STUDIED AND A TEMPLATE WAS MADE UP SO SHE COULD PROPERLY SPACE HER LETTERS.

THE EMPLOYMENT SERVICE INTERVIEWER NOTICED THAT SOME OF THE DICTATORS ATTACHED SLIPS TO CYLINDERS REFERRING TO FILE NUMBERS, ADDRESSES, ETC. SINCE THE BLIND GIRL COULD NOT READ THESE SLIPS, IT WAS SUGGESTED THAT THIS INFORMATION BE DICTATED DIRECTLY INTO THE CYLINDER. THIS WAS ACCEPTED. IT ALSO OCCURRED TO THE EMPLOYMENT SERVICE INTERVIEWER, THAT IF THE DICTATORS MET THE BLIND PERSON, THEY WOULD HAVE A BETTER UNDERSTANDING OF WHY THE CHANGE IN THEIR METHODS WAS NECESSARY. THIS TOO WAS ARRANGED.

FOLLOW UP

FOLLOW UP ON THE JOB CAN BE DONE IN SEVERAL WAYS. THE BEST METHOD, OF COURSE, IS TO ACTUALLY OBSERVE THE APPLICANT ON THE JOB. BUT, IF THIS IS NOT FEASIBLE, AN INTERVIEW WITH THE APPLICANT, AFTER WORKING HOURS OR DURING A LUNCH HOUR MAY BE ARRANGED; OR A PHONE CALL CAN BE MADE TO THE EMPLOYER OR APPLICANT, OR BOTH.

WHERE THE EMPLOYMENT SERVICE HAS MADE THE INITIAL CONTACT WITH THE EMPLOYER, IT SHOULD FOLLOW UP. BUT, SOMETIMES THE COMMUNITY AGENCY MAY BE THE BEST CHOICE TO FOLLOW UP WITH THE APPLICANT, IF THEY PASS ON ANY RELEVANT INFORMATION THEY RECEIVE REGARDING THE PLACEMENT TO THE EMPLOYMENT SERVICE.

TIMING AND FREQUENCY OF FOLLOW UP VISITS IS A MATTER OF JUDGMENT. IT DEPENDS ON WHETHER THE JOB IS PERMANENT OR TEMPORARY; ON THE INTERVIEWER'S KNOWLEDGE OF THE JOB, PLANT OR EMPLOYER; ON THE EFFECTIVENESS OF THE APPLICANT'S PREPARATION FOR THE JOB; OR ON ANY ACTUAL REQUEST FROM EMPLOYER OR APPLICANT. USUALLY, ON A PERMANENT PLACEMENT WHERE CIRCUMSTANCES ARE KNOWN, A FOLLOW UP AFTER 30 DAYS IS SATISFACTORY. AFTER THAT, PROVIDING THERE IS NO SPECIAL PROBLEM, A SIX MONTHS FOLLOW UP IS INDICATED TO MAINTAIN THE EMPLOYER'S INTEREST.

FOLLOW UP VISITS ARE NECESSARY; THEY PERMIT YOU --

1. TO LEARN WHETHER THE EMPLOYER IS SATISFIED WITH THE WORKER'S PERFORMANCE, AND IF NOT, TO UNCOVER THE PROBLEM AND ITS POSSIBLE SOLUTION.
2. TO FIND OUT HOW THE WORKER IS PROGRESSING ON THE JOB.
3. TO OFFER HELP WITH UPGRADING AND TO OFFSET THE FREQUENT CLAIM THAT BLIND WORKERS ARE NOT FLEXIBLE, CAN ONLY DO A REPETITIVE JOB. WITHOUT A FOLLOW UP, THE EMPLOYER MAY BE CONTENT TO LEAVE THE WORKER AT HIS ENTRY PERFORMANCE LEVEL AND THUS LOSE SIGHT OF HIS CAPACITY FOR ADVANCEMENT.

ADVANCEMENT OPPORTUNITIES MAY BE POINTED OUT TO THE EMPLOYER AND THE WORKER BY SUGGESTING A MINOR ADJUSTMENT OR ADDITIONAL TRAINING. THE ADVANTAGE OF PLACING A WORKER ON NEW JOB TASKS TO STIMULATE BETTER PERFORMANCE MAY BE SUGGESTED TO THE EMPLOYER.

4. TO DEVELOP ADDITIONAL JOB ORDERS, IF JOBS EXIST AND TO INTRODUCE OTHER SUITABLE BLIND WORKERS.
5. TO HELP THE EMPLOYER IN HANDLING AN EXIT INTERVIEW, IF WORKER PROVES UNSATISFACTORY.
6. TO DETERMINE WHETHER THE BLIND WORKER HAS ANY SUGGESTIONS ABOUT IMPROVING HIS PERFORMANCE, OR ADDING TO HIS JOB TASKS OR WHETHER HE HAS COMPLAINTS OR DISSATISFACTIONS. HE MAY BE RELUCTANT TO TALK TO THE EMPLOYER AND THE EMPLOYMENT SERVICE INTERVIEWER FREQUENTLY MAKES AN EFFECTIVE MIDDLEMAN IN SUCH SITUATIONS.

THE FOLLOW UP VISIT IS LIKE CLOSING A CONTRACT. IT ESTABLISHES A MORE BUSINESSLIKE RELATIONSHIP BETWEEN THE EMPLOYER AND THE EMPLOYMENT SERVICE; IT HELPS ASSURE HIM THAT OUR INTEREST IS SUSTAINED AND THAT HE CAN COUNT ON HELP WITH ANY PROBLEMS RELATING TO JOB PLACEMENTS.

PLACEMENT

SELECTIVE PLACEMENT OF THE BLIND SHOULD RESULT IN THE BLIND WORKER'S BEING PLACED IN A JOB WHICH IS NOT ONLY SUITABLE TO HIS DISABILITY BUT ALSO TO HIS SKILLS, KNOWLEDGE, ABILITIES, APTITUDES, PERSONALITY AND INTERESTS.

THE FOLLOWING CASES ILLUSTRATE SOME SUCCESSFUL PLACEMENTS MADE BY THE EMPLOYMENT SERVICE.

1. PLACEMENT IN FIELD FOR WHICH APPLICANT WAS TRAINED.

M.N., 34 YEARS, 6 FEET 4 INCHES, SERVED AS A QUARTERMASTER WITH AN ANTI-AIRCRAFT UNIT FROM JUNE 1942 TO MARCH 1946. HE WAS DISCHARGED WITH 100 PER CENT DISABILITY AS A RESULT OF BLINDNESS INCURRED IN APRIL 1945, AFTER A MINE EXPLOSION IN GERMANY, PREVIOUS TO MILITARY SERVICE, HE WAS A SHIPPING CLERK, BUT AFTER HIS DISCHARGE, MR. N. HAD ONE YEAR'S TRAINING IN THE OPERATION OF MACHINE TOOLS AT THE MANHATTAN TRADE CENTER. WHILE WAITING FOR A JOB, HE WORKED IN THE LIGHTHOUSE BROOM SHOP.

BUT THE MANY ATTEMPTS WHICH WERE MADE TO FIND WORK FOR HIM WERE UNSUCCESSFUL, UNTIL THE EMPLOYMENT SERVICE LEARNED OF AN OPENING IN A NAVAL BASE. MR. N. WAS INTERESTED, SO IN DECEMBER, 1954, HE PREPARED HIS APPLICATION WITH THE ASSISTANCE OF THE SELECTIVE PLACEMENT INTERVIEWER AND FORWARDED IT WITH THE NECESSARY REFERENCES. DUE TO LAY-OFFS AT THE BASE, IT WAS NOT UNTIL AUGUST 1955 THAT HE STARTED WORKING THERE--DOING WHAT HE HAD BEEN TRAINED FOR. FROM ALL REPORTS, THINGS ARE GOING ALONG WELL.

2. PLACEMENT WITH EMPLOYER WHO HAD HIRED THE BLIND.

A MANUFACTURER OF COSMETIC CASES WHO HAD EMPLOYED BLIND WORKERS IN HIS CHICAGO PLANT, PLACED AN ORDER WITH THE EMPLOYMENT SERVICE FOR A BLIND ASSEMBLER TO WORK IN HIS NEW YORK FACTORY. THE JOB INVOLVED WORKING A CONVEYOR BELT, PLACING CAPS ON CASES WHICH WERE FILLED WITH FREEZON GAS, SETTING UP BOXES, PACKING CANS IN CARTONS, AND STAMPING CODE NUMBERS ON CANS. THE EMPLOYER PREFERRED TO TRAIN THE WORKERS HIMSELF, AFTER THE EMPLOYMENT SERVICE DID THE SCREENING. THREE BLIND PERSONS HAVE BEEN PLACED THERE IN THE PAST YEAR.

3. PLACEMENT WITH EMPLOYER WHO HAD DOUBTS.

A BALL POINT PEN MANUFACTURER NOW EMPLOYS FOUR BLIND WORKERS IN A WORKING FORCE OF 100. WHEN FIRST APPROACHED, HOWEVER, HE WAS NOT TOO RECEPTIVE TO THE IDEA OF EMPLOYING BLIND WORKERS, BUT FINALLY AGREED TO TRY ONE. TODAY, HE THINKS OTHERWISE. SAID HE, "IF I HAD SUITABLE WORK, I WOULD EMPLOY BLIND PEOPLE EXCLUSIVELY BECAUSE OF THEIR GOOD PERFORMANCE, ATTENDANCE AND EARNESTNESS".

4. PLACEMENT DUE TO AN UNUSUAL INTEREST OF THE EMPLOYER

USUALLY, THERE IS RELUCTANCE ON THE PART OF MANY EMPLOYERS TO HIRE BLIND WORKERS WHO HAVE GUIDE DOGS. HOWEVER, IN DISCUSSING THE BLIND AT WORK WITH THE PERSONNEL DIRECTOR OF A RESIDENT BUYER'S FIRM, THE GUIDE DOG WAS INADVERTENTLY MENTIONED. ALTHOUGH UP TO THIS POINT THE DIRECTOR SHOWED NO PARTICULAR INTEREST IN HIRING THE BLIND, SHE PERKED UP IMMEDIATELY AT THE MENTION OF A DOG. ONE THING LED TO ANOTHER AND SHE FINALLY AGREED TO TRY OUT A DICTAPHONE TRANSCRIBER.

5. PLACEMENT MADE POSSIBLE BY RESOLVING PERSONAL PROBLEM.

A HARNESS MAKER WHO LIVED IN THE BRONX HAD A JOB PROSPECT IN BROOKLYN--TWO HOURS TRAVEL FROM HIS HOME. THE EMPLOYER WAS EAGER TO HIRE HIM BUT FELT THAT THE TRAVEL TIME WAS TOO LONG. THE SELECTIVE PLACEMENT INTERVIEWER CONTACTED THE NEW YORK CITY HOUSING AUTHORITY, EXPLAINED THE SITUATION, AND SUPPLIED THE NECESSARY AFFIDAVITS. WITHIN SIX WEEKS, THE BLIND MAN AND HIS FAMILY WERE REHOUSED IN BROOKLYN AND HE HAS BEEN WORKING STEADILY FOR THE PAST YEAR.

6. PLACEMENT INVOLVING CONVERSION OF SKILL.

DURING A FIELD VISIT, THE INTERVIEWER NOTICED A JOB IN AN INSIGNIA MANUFACTURING PLANT WHICH SEEMED SUITABLE FOR A BLIND WORKER. IT WAS A RACKING OPERATION IN THE PLATING DEPARTMENT. THE EMPLOYER WAS WILLING TO ACCEPT UNSKILLED WORKERS WHO HAD THE POTENTIAL FOR THIS WORK. A WOMAN, 45 YEARS OF AGE, WHO HAD WORKED AS A PACKER OF FANCY BAKED GOODS BEFORE SHE BECAME BLIND WAS SELECTED BECAUSE OF HER PROVEN FINGER DEXTERITY. SHE WAS QUICKLY TRAINED AND HAS BEEN EMPLOYED FOR THE PAST SIX MONTHS.

REASONS FOR NON-PLACEMENT

NO MATTER HOW CAREFULLY THE MATCHING IS DONE, NOT EVERY REFERRAL RESULTS IN A PLACEMENT. SOME OF THE REASONS FOR NON-PLACEMENT ARE:

- PHYSICAL LIMITATIONS THAT PREVENT APPLICANT FROM DOING THE JOB.
- INSUFFICIENT EXPERIENCE,
- PERSONALITY FACTORS,
- TRAVEL RESTRICTIONS,
- APPLICANT DID NOT REPORT FOR INTERVIEW,
- APPLICANT HIRED BUT DID NOT REPORT FOR WORK, AND
- UNSUITABLE PLANT FACILITIES.

CHAPTER IV

PROMOTION

EXPERIENCE HAS SHOWN THAT AN EFFECTIVE PLACEMENT OF THE BLIND DEPENDS ON EXTENSIVE PROMOTION, OFTEN REQUIRING HALF OF THE INTERVIEWER'S TIME. BEST RESULTS WILL BE OBTAINED WHEN PROMOTION IS DONE FOR AN INDIVIDUAL BLIND WORKER RATHER THAN FOR AN ABSTRACT COLLECTIVELY, SUCH AS THE BLIND. PROMOTION OF THE GENERALIZED GROUP HAS MANY DISADVANTAGES. FOR EXAMPLE, AN INCLUSIVE ITEM, SUCH AS "THE HANDICAPPED" MEANS DIFFERENT THINGS TO DIFFERENT PEOPLE. TO MANY, IT MEANS A WORKER WITH AN APPARENT DISABILITY SUCH AS AN AMPUTATION; TO OTHERS IT CONNOTES A PERSON WITH AN INTERNAL DISORDER. TO ILLUSTRATE; A SELECTIVE PLACEMENT INTERVIEWER ONCE SOLD AN EMPLOYER ON THE IDEA OF HIRING DEAF WORKERS FOR HIS NOISY MACHINE SHOP. SO CONVINCED WAS THE EMPLOYER ON THEIR DESIRABILITY FOR THIS WORK, THAT HE DECIDED TO HIRE DEAF WORKERS - EXCLUSIVELY. HE PLACED AN ORDER FOR 120 WORKERS, BUT ONLY TWO QUALIFIED DEAF PERSONS WERE AVAILABLE.

OTHER GENERALIZATIONS ARE EQUALLY UNDESIRABLE IN PROMOTION, SUCH AS "ALL HANDICAPPED WORKERS PRODUCE MORE," "ALL HANDICAPPED STAY ON THE JOB LONGER" AND SO ON. BY CONCENTRATING ON THE INDIVIDUAL APPROACH IN PROMOTING A SPECIFIC HANDICAPPED PERSON FOR A SPECIFIC OPENING FOR WHICH HE HAS AT LEAST THE MINIMUM QUALIFICATIONS, THESE OBJECTIONS ARE OVERCOME.

THREE MAJOR TYPES OF PROMOTION MAY BE USED: FIELD VISIT, TELEPHONE SOLICITATION, AND DIRECT MAIL. ALTHOUGH NEWSPAPER, RADIO AND TELEVISION ARE EXCELLENT MEDIA, THEY ARE NOT TOO AVAILABLE AND CAN BE USED ONLY VERY RARELY TO PRESENT THE OVERALL PICTURE OF THE WORK OF THE EMPLOYMENT SERVICE.

FIELD VISITS

A FACE-TO-FACE MEETING WITH AN EMPLOYER WILL PROVE INVALUABLE
1) TO SECURE SPECIFIC JOB OPENINGS FOR SPECIFIC APPLICANTS; 2) TO LEARN MORE ABOUT SUITABILITY OF JOBS, WORKING CONDITIONS, LOCATION AND TRANSPORTATION; 3) TO FOLLOW UP; 4) TO EDUCATE THE EMPLOYER.

SELLING THE BLIND SHOULD BE ONE PART OF THE TOTAL SERVICE GIVEN TO AN EMPLOYER BY THE EMPLOYMENT SERVICE. VERY OFTEN HIS RESISTANCE CAN BE OVERCOME IF THE OVERALL SERVICE IS GOOD: THAT IS IF HE HAS HAD GOOD EXPERIENCE WITH OUR REFERRAL OF SUITABLE NON-HANDICAPPED; TEST SELECTED APPLICANTS WHERE NEEDED; INDUSTRIAL SERVICES, ETC. IN THIS WAY, CONFIDENCE AND TRUST DEVELOP, AND THE EMPLOYER MAY BE WILLING TO TRY OUT A BLIND WORKER.

BEFORE THE VISIT, THE SELECTIVE PLACEMENT INTERVIEWER SHOULD PREPARE HIMSELF CAREFULLY, AVAILING HIMSELF OF ALL PERTINENT MATERIAL ABOUT A PARTICULAR JOB OR INDUSTRY IN ORDER TO GAIN THE EMPLOYER'S CONFIDENCE IN HIS JUDGMENT, AUTHORITY AND ABILITY. THE INTERVIEWER SHOULD ALSO BECOME FAMILIAR WITH ANY OF THE EMPLOYER'S PROBLEMS RELATING TO TURNOVER, INABILITY TO SECURE WORKERS, AND SO ON, WHICH SOMETIMES CAN BE USED TO SELL A DISABLED PERSON.

WHETHER AN APPOINTMENT IS MADE IN ADVANCE BY TELEPHONE OR BY LETTER, OR WHETHER THE PLANT IS VISITED WITHOUT AN APPOINTMENT IS A MATTER OF JUDGMENT. USUALLY IT IS ADVISABLE TO MAKE A DEFINITE APPOINTMENT, ESPECIALLY IF THE FIRM IS LARGE AND THE HIRING OFFICIAL BUSY.

ALL PROMOTION AND INFORMATION MATERIAL SHOULD BE REVIEWED AND READY FOR THE VISIT. IF THE FIELD VISIT IS AIMED AT SELLING A SPECIFIC APPLICANT, A SHORT SUMMARY OF HIS QUALIFICATIONS SHOULD BE PREPARED AS WELL. BEFORE REFERRING A BLIND PERSON TO AN EMPLOYER WHO HAS HAD NO

PREVIOUS EXPERIENCE WITH THE BLIND, A VISIT SHOULD BE ARRANGED FOR THE PURPOSE OF GETTING FIRST HAND INFORMATION ABOUT THE PLANT, AND FOR SOUNDING OUT AND ORIENTING THE EMPLOYER TO THE IDEA OF USING A BLIND WORKER.

FOLLOWING IS A CHECK LIST OF POINTS TO BE CONSIDERED IN CONDUCTING THE FIELD VISIT:

1. THE PERSON FINALLY RESPONSIBLE FOR HIRING THE EMPLOYEE IS THE ONE TO REACH.
2. THE PURPOSE OF THE VISIT IS BRIEFLY REVIEWED.
3. THE EMPLOYER SHOULD BE GIVEN A STRAIGHTFORWARD ACCOUNT OF THE EXPERIENCE, TRAINING, OR SKILL OF THE APPLICANT AS IT RELATES TO A SPECIFIC JOB WHICH THE EMPLOYER AGREES MAY BE ACCOMPLISHED WITHOUT SIGHT. THE SUREST WAY TO IMPRESS AN EMPLOYER IS BY A DEMONSTRATION. ^{Sept 7} IF IT IS POSSIBLE TO ARRANGE ONE, DO SO. IT IS DISASTROUS TO OVERSELL-- IT IS FAR BETTER TO LEAVE ROOM FOR AGREEABLE SURPRISE.
4. THE INTERVIEWER OBSERVES THE PREMISES FOR SUCH HAZARDS AS UNGUARDED MACHINERY, MOVING PLATFORMS, CASES ON THE FLOOR WHICH ARE NOT ALWAYS IN THE SAME PLACE. SUGGESTIONS MAY BE MADE TO CHANGE OR MODIFY THESE CONDITIONS. IF THESE CONDITIONS CANNOT BE CHANGED, ADVISE AGAINST EMPLOYMENT, REGARDLESS OF SUITABILITY OF THE JOB AND OF THE CLIENT'S NEED FOR IT.
5. JOBS WHICH MAY BE SUITABLE ARE EXAMINED AND REVIEWED WITH THE EMPLOYER. OCCASIONALLY, DETAILED JOB ANALYSIS MAY BE NEEDED AND USE IS THEN MADE OF THE INDUSTRIAL SERVICES OF THE EMPLOYMENT SERVICE. OR, SERVICES OFFERED BY AGENCIES FOR THE BLIND IN THE COMMUNITY, SUCH AS INDUSTRIAL ENGINEER, ALSO MAY BE UTILIZED WHEN NECESSARY.

EXAMPLE: THE NEW YORK STATE CIVIL SERVICE COMMISSION WAS INTERESTED IN TESTS THAT COULD BE USED FOR BLIND TYPISTS FILING FOR JOBS. SINCE THE EMPLOYMENT SERVICE TESTS HAD NOT BEEN VALIDATED FOR BLIND APPLICANTS, THE COMMISSION CONSULTED WITH THE EMPLOYMENT SERVICE TESTING TECHNICIANS WHO SUGGESTED SUBSTITUTING ORAL INSTRUCTIONS FOR WRITTEN ONES. THIS CHANGE PERMITS THEM TO TEST THE BLIND. THE WHOLE AREA OF TESTS FOR THE BLIND AND OTHER DISABLED UNABLE TO TAKE STANDARD TESTS IS ONE WHERE STUDY AND DEVELOPMENT ARE URGENTLY NEEDED.

6. THE EMOTIONAL IMPACT OF BLINDNESS ON THE EMPLOYER MUST BE TAKEN INTO ACCOUNT; THE INTERVIEWER MUST BE SENSITIVE TO THE EMPLOYER'S REACTION. IT MAY BE TOO PAINFUL FOR THE EMPLOYER TO EVEN DISCUSS A BLIND WORKER; HE MAY BE VERY ADAMANT IN HIS REFUSAL TO HIRE ONE. WHATEVER HIS REACTION THE INTERVIEWER SHOULD PROCEED ACCORDINGLY. IN SOME CASES, ENTHUSIASM AND EXAMPLES OF SUCCESSFUL EMPLOYMENT EXPERIENCE CAN OVERCOME AN EMPLOYER'S RELUCTANCE. THE INTERVIEWER'S TACT AND SENSIBILITY ALONE CAN DETERMINE WHAT APPROACH TO USE. BUT IF IN DOUBT, IT IS WISEST TO DROP THE MATTER ENTIRELY, OR AT LEAST, POSTPONE IT. DO NOT FORCE AN EMPLOYER TO FACE A SITUATION WHICH IS DISAGREEABLE TO HIM.

EXAMPLE: A MANUFACTURER OF ELECTRONICS EQUIPMENT, WHO HAD MANY JOBS WHICH THE BLIND COULD DO, RESISTED THE IDEA OF HIRING THEM. HE ALWAYS SHOWED ENOUGH INTEREST TO MAKE A FUTURE APPOINTMENT TO TAKE THE INTERVIEWER AROUND THE PLANT, BUT EACH TIME HE FOUND SOME EXCUSE TO CANCEL THE APPOINTMENT. AFTER FIVE OR SIX TRYs, THE INTERVIEWER REALIZED THAT LITTLE COULD BE DONE AND FURTHER CONTACTS ARE NOT ADVISABLE AT THIS TIME. WHEN THE EMPLOYER WAS INFORMED OF THIS HE FINALLY ADMITTED HIS DISTASTE TO THE IDEA OF HAVING BLIND PEOPLE AROUND.

7. IN SOME CASES, WHERE THE EMPLOYER IS WILLING, AN ACTUAL DEMONSTRATION OF A BLIND WORKER PERFORMING THE JOB MAY BE ARRANGED. THIS IS A VERY EFFECTIVE TECHNIQUE BUT IS NOT USED, AS A RULE ON THE FIRST CONTACT.

8. ONCE MANAGEMENT APPROVAL HAS BEEN RECEIVED, SUPERVISORY STAFF COOPERATION HAS TO BE OBTAINED. REASSURING THE FOREMAN OR SUPERVISOR RELIEVES RESISTANCE OR FEAR ON THE PART OF A FOREMAN AND PAVES THE WAY FOR THE CLIENT. AN OFFER TO ORIENT THE BLIND WORKER, OR HELP SUPERVISORY STAFF PREPARE FOR SUCH ORIENTATION IS OFTEN HELPFUL.

EXAMPLE: ONE FIRM HAD LET A BLIND WORKER GO BECAUSE THERE WAS NO ONE TO KEEP HIM SUPPLIED WITH PARTS. THE EMPLOYER WAS WILLING TO PERMIT THE INTERVIEWER TO TALK TO THE FOREMAN AND EXAMINE THE JOB SETUP. IT WAS FOUND THAT ONE OF THE SIGHTED WORKERS COULD EASILY PICK UP EXTRA PARTS WHEN HE WENT FOR HIS OWN. THE FIRM NOW HAS THREE BLIND WORKERS, EACH WORKING NEXT TO A SIGHTED ONE.

9. THE EMPLOYER MAY RAISE THE PROBLEM OF UNION APPROVAL. IF SO, THE EMPLOYMENT SERVICE MAY AGREE TO TALK TO THE UNION EXECUTIVE SO THAT HE MAY BE WILLING TO INTEREST OTHER MEMBERS OF HIS UNION IN THE IDEA OF HIRING A BLIND WORKER.

EXAMPLE: AN ELECTRONIC EQUIPMENT FIRM REFUSED TO CONSIDER A BLIND EMPLOYEE BECAUSE THE UNION DEMANDED THAT ALL FORMER EMPLOYEES BE REHIRED. WHEN OUR INTERVIEWER VOLUNTEERED TO DISCUSS THIS WITH THE UNION, THE PERSONNEL OFFICER OFFERED THE FURTHER OBJECTION THAT THE EMPLOYER WOULD REALLY NOT BE INTERESTED IN TAKING ON FURTHER PROBLEMS. THE INTERVIEWER, THEN HAD TO SEE THE EMPLOYER TO CLARIFY POLICY, BUT WITHOUT ANTAGONIZING THE PERSONNEL OFFICER. FORTUNATELY, THIS WAS ARRANGED BY ONE OF THE REGULAR INTERVIEWERS WHO HAD HELPED THIS SAME EMPLOYER WITH A TURNOVER PROBLEM. THE EMPLOYER AGREED TO TRY THE BLIND IF UNION APPROVAL COULD BE OBTAINED. AT THE PRESENT TIME, THE UNION IS IN THE PROCESS OF REVIEWING THE SITUATION AND A DECISION WILL BE FORTHCOMING IN THE NEAR FUTURE. THREE VISITS TO THE EMPLOYER AND TWO TO THE UNION PLUS A NUMBER OF PHONE CALLS WERE REQUIRED BEFORE EVEN THIS MUCH PROGRESS COULD BE MADE.

RECORD SHOULD BE KEPT OF ALL FIELD VISITS; THEY SHOULD CONTAIN INFORMATION ABOUT JOBS WHICH MAY BE PERFORMED BY THE BLIND, WORKING CONDITIONS, DESCRIPTION OF PLANT, HAZARDS, SIZE AND LOCATION, TYPE OF BUILDING, ELEVATOR OR STAIRS, TRANSPORTATION. (SAMPLE ATTACHED).

FIRM NAME		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
ADDRESS (INCLUDE POSTAL ZONE)		PRODUCTS OR SERVICES									IND. CODES		
		ESSENTIAL ACTIVITIES						OTHER					
TELEPHONE	FLOOR	ELEVATOR											
		<input type="checkbox"/> YES <input type="checkbox"/> NO											

HOW TO REACH	BUSY SEASONS	SLOW SEASONS	E.R. NUMBER

EXECUTIVES AND HIRING OFFICIALS	TITLE	RECRUITING METHODS	%	UNION RELATIONS	JOB SPEC.
		LOCAL OFFICE		UNION	PHYS. DEM.
		NEWSPAPERS			JOB ANAL.
		UNION		AFFIL.	ES APT.
		RECOMMENDATION		LOCAL NO.	ES PROF.
		GATE		COVERAGE	ES 510
		OTHER			ES 211

WORKING CONDITIONS	DEPT.	SHIFTS	HOURS	DAYS OFF
HAZARDS				

DEPARTMENTAL BREAKDOWN

[illegible]

PERSONNEL POLICIES AND BENEFITS

TRAINING AND PROMOTIONAL LINES

USE OF SPECIAL GROUPS (VETERANS, HANDICAPPED, ENTRY WORKERS, PART-TIMERS)

WAGE (BONUSES, INSURANCE, INCENTIVE PLANS, VACATIONS, PENSIONS, PAY PERIODS)

EDUCATIONAL AND SOCIAL BENEFITS (SPECIFY PROGRAMS)

MEDICAL SERVICES (PHYSICAL EXAM, MEDICAL FACILITIES, GROUP-HEALTH PLANS)

OTHER (CAFETERIA, ETC.)

FOR LOCAL OFFICE USE

FUTURE ACTION TO BE TAKEN IS ALSO RECORDED ON THE RECORD, E.G., "REVISIT IN THREE MONTHS", "CALL NEXT WEEK", "SEASON STARTS IN OCTOBER." IT IS ADVISABLE TO KEEP A TICKLER FILE OF EMPLOYERS VISITED AND ACTION TO BE TAKEN FOR FUTURE REFERENCE. THIS MAY BE USED IN SOLICITING JOBS TO INTRODUCE OTHER QUALIFIED WORKERS OR TO REACTIVATE A PROMOTIONAL PROGRAM WITH AN EMPLOYER WHOSE REACTION WAS LUKEWARM AT THE TIME OF INITIAL VISIT.

TELEPHONE SOLICITATION

TELEPHONE SOLICITATION IS AN EXCELLENT WAY OF REACHING A LARGE NUMBER OF EMPLOYERS IN A RELATIVELY SHORT TIME. HOWEVER, IT IS ADVISABLE TO USE THIS METHOD ONLY WITH EMPLOYERS WHO HAVE HAD PREVIOUS EXPERIENCE WITH THE BLIND, OR WHO HAVE BEEN VISITED AND HAVE EXPRESSED INTEREST IN USING THEM. TELEPHONE SOLICITATIONS ARE NEVER USED WITH NEW EMPLOYERS OR EMPLOYERS WHO HAD DEFINITELY STATED THEY WERE NOT INTERESTED IN THE BLIND. BECAUSE OF PUBLIC REACTION TO BLINDNESS AND LACK OF INFORMATION ABOUT THE BLIND AS WORKERS, THE FIRST INTRODUCTION OF THEM TO AN EMPLOYER SHOULD BE FACE-TO-FACE, NEVER BY TELEPHONE. THIS IS AN EXCELLENT METHOD OF FOLLOWING UP A LEAD AS THE RESULT OF A FIELD VISIT.

LETTER WRITING

LETTER WRITING IS ANOTHER EXCELLENT AND INEXPENSIVE MEANS OF REACHING MANY EMPLOYERS. IT CAN ALSO BE USED EFFECTIVELY TO REACH EMPLOYERS DISTRIBUTED OVER A WIDE AREA. IT SHOULD BE USED PARTICULARLY FOR APPLICANTS WITH PROFESSIONAL OR HIGHLY TECHNICAL SKILLS OR FOR APPLICANTS SEEKING UNUSUAL OR HARD-TO-FIND JOBS.

LETTERS SHOULD BE CONCISE AND TO THE POINT, STRESSING ABILITIES, SKILLS AND UNUSUAL PERSONALITY QUALIFICATIONS. WHILE THEY SHOULD HAVE WARMTH AND APPEAL, THEY SHOULD BE FACTUAL AND HONEST, NEVER OVERSELLING NOR PLAYING FOR SYMPATHY.

FOLLOWING ARE TWO LETTERS WHICH DREW INTERESTED RESPONSES FROM SEVERAL OF
THE EMPLOYERS TO WHICH THEY WERE SENT:

DEAR MR. S:

THIS LETTER IS WRITTEN TO ENLIST YOUR INTEREST IN MR. B, 29 YEARS OLD, WHO HAS A B.S. DEGREE IN SHORT STORY WRITING FROM COLUMBIA UNIVERSITY. HE IS A VETERAN WHO WAS INJURED DURING THE BATTLE-OF-THE-BULGE - AS A RESULT OF WHICH HIS VISION IS SERIOUSLY IMPAIRED. HE HAS NO TRAVEL PROBLEM AND IS ABLE TO READ, THOUGH NOT CONTINUOUSLY, WITH A MAGNIFYING LENS.

HIS EXPERIENCE, SINCE HIS DISCHARGE, HAS BEEN AS PUBLIC RELATIONS DIRECTOR. SINCE LEAVING THE JOB HE HAS SPENT HIS TIME WRITING AND NOW WISHES TO ESTABLISH HIMSELF FINANCIALLY IN A POSITION TO MATCH HIS EDUCATION AND VERY HIGH ACADEMIC INTELLIGENCE.

HE'S A GENTLEMAN OF EXTREMELY ATTRACTIVE PERSONALITY, WELL ADJUSTED AND SEEMS TO HAVE LEADERSHIP QUALITIES. WE THINK OF HIM IN TERMS OF MARKETING AND RESEARCH - ADVERTISING OR SALES.

WILL YOU SEE HIM?

THANK YOU FOR YOUR INTEREST IN OUR WORK.

VERY TRULY YOURS

DEAR MR. L:

THIS LETTER IS WRITTEN TO INTEREST YOU IN A BLIND DARK ROOM TECHNICIAN FOR WHOM WE ARE SEEKING A POSITION.

SHE WAS TRAINED BY A HOSPITAL TECHNICIAN WHO IS VERY WELL IMPRESSED WITH HER. SHE LEARNED QUICKLY AND IS A CAREFUL WORKER. SHE CAN HANDLE EXPEDITIOUSLY EVERY ASPECT OF FILM PROCESSING AS REQUIRED BOTH BY PAKO AND MANUAL EQUIPMENT. SHE USES A BRAILLE THERMOMETER AND A BRAILLE TIME CLOCK; AND WITH THE HELP OF THESE TWO TOOLS, SHE IS ENTIRELY INDEPENDENT.

MISS C, 26 YEARS OLD, IS INTELLIGENT AND VERY AGREEABLE PERSONALLY. SHE HAS BEEN BLIND SINCE SHE WAS TWELVE YEARS OLD, THE RESULT OF AN EXPLOSION AND SHE IS THOROUGHLY ADJUSTED TO THIS HANDICAP, SHE GETS ABOUT WITHOUT DIFFICULTY. WE HAVE FACILITIES FOR HAVING HER ORIENTED ON THE JOB AND HOPE SO MUCH THAT YOU MAY BE WILLING TO CONSIDER HER. THERE ARE, AT LEAST, FOUR BLIND DARK ROOM TECHNICIANS EMPLOYED IN HOSPITALS IN NEW YORK CITY AND THEY ARE WELL THOUGHT OF.

YOU'D LIKE MISS C AS AN EMPLOYEE, I'M SURE. WILL YOU SEE HER?

THANK YOU FOR YOUR INTEREST IN OUR WORK.

VERY TRULY YOURS

CHAPTER V

DEVELOPMENT OF NEW INDUSTRIES

AS THE PLACEMENT PROGRAM FOR THE BLIND DEVELOPS, IT BECOMES IMPORTANT TO SEEK AND DEVELOP WIDER FIELDS OF OPPORTUNITY. IT IS UNWISE TO EXHAUST OPPORTUNITIES IN ONE INDUSTRY WITHOUT OPENING UP NEW ONES. MUCH EFFORT IS NEEDED TO DO THIS. DECENTRALIZING PLACEMENT SERVICE TO THE BLIND, IT IS HOPED, WILL LEAD TO GREATER DEVELOPMENT AND PENETRATION OF NEW INDUSTRIES.

DEVELOPMENT OF NEW INDUSTRIES IS VITALLY IMPORTANT TO FIND OPPORTUNITIES FOR THE INCREASING NUMBERS OF BLIND REHABILITATED WORKERS; TO DEVELOP OPENINGS IN NEW FIELDS FOR THE BLIND IN WHICH THEY NOW HAVE BEEN FOUND TRAINABLE; TO GET UNIVERSAL ACCEPTANCE OF THE BLIND AND OTHERS AS QUALIFIED APPLICANTS IN JOBS THEY ARE ABLE TO DO; AND TO EXPLORE NEW AREAS NOT CONSIDERED PREVIOUSLY AND INFORM REHABILITATION AND TRAINING CENTERS OF THE NEED TO EXPAND THEIR FACILITIES ACCORDINGLY.

SELECTING AN INDUSTRY

A NEW INDUSTRY IS SELECTED FOR DEVELOPMENT EITHER BECAUSE OF APPLICANT SUPPLY OR BECAUSE OF JOBS IN THE FIELD WHICH BLIND CAN PERFORM. ALL RECORDS ABOUT THE INDUSTRY TO BE STUDIED, SUCH AS EMPLOYER ORDERS, FIELD VISITS REPORTS, JOB ANALYSES ARE REVIEWED. THE EMPLOYER OR THE INDUSTRY IS DISCUSSED WITH REGULAR INTERVIEWERS WHO KNOW ABOUT JOB PROCESSES, SPECIAL PLANT CONDITIONS, IDIOSYNCRACIES OF A PARTICULAR EMPLOYER AND SO ON. INFORMATION ABOUT UNION CONDITIONS IN THE INDUSTRY ARE EXPLORED. SOMETIMES IT MAY BE ADVISABLE TO CONTACT THE UNION FIRST, FOR INFORMATION, ADVICE AND EMPLOYER LEADS. IF ANY OF THE COOPERATING AGENCIES ARE ABLE TO PROVIDE INFORMATION AS A RESULT OF THEIR EXPERIENCE, THEIR HELP IS ALSO ENLISTED.

IN THE FIRST CONTACT WITH AN EMPLOYER, THE IDEA OF A BLIND WORKER MAY BE QUITE UNACCEPTABLE. IF THERE IS ANY INTEREST, HOWEVER, IT MAY BE ADVISABLE

TO VISIT AT A LATER DATE, OR PERHAPS, TO VISIT MORE FIRMS IN THE FIELD TO GET A REPRESENTATIVE CROSS SECTION. SOMETIMES NO EMPLOYER WILL OFFER ANY ENCOURAGEMENT; BUT IF JUST ONE DOES, ARRANGE FOR A SURVEY OF JOBS IN THE PLANT WHICH MAY BE SUITABLE FOR THE BLIND. IF A PLANT SURVEY POINTS UP ANY SUITABLE JOBS THE EMPLOYER IS TOLD ABOUT THEM AND HIS OPINION IS SOLICITED. IF HE DISAGREES, ACCEPT HIS DECISION. HE MAY BE ABLE TO FURNISH LEADS IN RELATED INDUSTRIES WHICH PROVE WORTH INVESTIGATING. IF IN THE JUDGMENT OF THE INTERVIEWER, THE JOBS ARE SUITABLE ALTHOUGH THIS HAS NOT BEEN COMMUNICATED SUCCESSFULLY TO THE EMPLOYER, ONE OF THE SPECIALIZED AGENCIES MAY BE ASKED TO STEP INTO THE PICTURE. AT BEST, FINDING NEW OPPORTUNITIES IS A DIFFICULT UPHILL TASK, AND GREAT PATIENCE, PERSEVERANCE AND IMAGINATION ARE NECESSARY.

EXAMPLE: THE SHOE INDUSTRY - FOLLOWING IS AN EXAMPLE OF HOW A NEW INDUSTRY WAS APPROACHED. THE SHOE INDUSTRY WAS CHOSEN BECAUSE SEVERAL OPERATIONS SEEMED SUITED FOR THE BLIND. THE REGULAR INTERVIEWER WAS QUERIED ON THE TYPES OF JOBS, THE NUMBER OF EMPLOYEES AND TYPICAL HIRING PRACTICES. WITH THIS INFORMATION, WE SELECTED A SAMPLING OF TEN EMPLOYERS AND APPROACHED THEM, NOT AS SEEKING JOBS FOR THE BLIND, BUT RATHER TO GET INFORMATION ON THE POSSIBILITY OF PERFORMANCE BY BLIND OF ANY OF THE JOBS WITHIN THE INDUSTRY. THIS TASK RELIEVED THEM OF PRESSURE TO HIRE A BLIND PERSON SHOULD THERE BE A SUITABLE JOB. OF THE TEN EMPLOYERS CONTACTED, MORE THAN HALF FELT THE INDUSTRY OFFERED NO OPPORTUNITIES; THE OTHERS THOUGHT THAT THERE MIGHT BE JOBS IN SHOPS NOT MANUFACTURING THE HIGHEST GRADE OF CUSTOM SHOES. SEVERAL GAVE US THE OPPORTUNITY TO SURVEY MEN AT WORK, FROM WHICH WE GATHERED THAT THERE WERE SEVERAL OPERATIONS THE BLIND COULD PERFORM. SURE OF OUR GROUND, WE THEN BEGAN TO APPROACH EMPLOYERS FOR JOB OPENINGS IN THOSE OPERATIONS, ASKING FOR A CHANCE TO FILL A FUTURE OPENING WITH A BLIND WORKER. AT THE SAME TIME WE OFFERED THE SERVICES OF AN INDUSTRIAL ENGINEER ASSOCIATED WITH THE AMERICAN FOUNDATION FOR THE BLIND WHO WAS WILLING TO HELP IN ORIENTATION. THUS WE HAVE GAINED INFORMATION FOR INTELLIGENTLY SOLICITING JOBS IN THIS INDUSTRY.

CHAPTER VI

SOME CONCLUSIONS

A CANDID APPRAISAL OF ALL THE POSITIVE AND NEGATIVE FACTORS INVOLVED IN A PLACEMENT PROGRAM FOR THE BLIND WILL LEAD TO A REALISTIC WORKING PHILOSOPHY - AND THAT IS THE ONLY KIND THAT CAN BE COUNTED ON TO SUSTAIN BOTH PROGRAM AND PERSONNEL OVER THE YEARS. EXPERIENCE IN WORKING WITH THE BLIND LED TO THE FOLLOWING CONCLUSIONS WHICH MAY POINT TO THE DIRECTION THAT DEVELOPMENTS IN THIS FIELD WILL TAKE IN THE FUTURE.

THE MAIN OBSTACLE

PROBABLY THE GREATEST SINGLE DIFFICULTY IN MAKING HEADWAY IN PLACEMENT OF THE BLIND IS THE EMOTIONAL IMPACT THIS DISABILITY HAS ON MOST PEOPLE. THE CLIMATE OVER MUCH OF THIS AREA IS CLOUDED BY FEAR, OVER-SOLICITOUSNESS, MISINFORMATION, IGNORANCE AND PREJUDICE. AN ATTACK ON THIS FRONT REQUIRES THE JOINT EFFORT OF ALL GROUPS IN THE COMMUNITY.

THE FIRST STEP IS TO STOP PICTURING THE BLIND IN CONVERSATION, FORMAL SPEECHES AND IN PUBLICITY AS DEPENDENT AND HELPLESS PERSONS. INSTEAD, THEY SHOULD BE PRESENTED AS MEN AND WOMEN WHO CAN ASSUME A PRODUCTIVE ROLE IN THE COMMUNITY. WHILE THIS MAY RUN COUNTER TO EMOTIONAL PLEAS OFTEN USED IN FUND RAISING DRIVES, THE DISSEMINATION OF A POSITIVE IMAGE OF THE BLIND WILL, IN THE LONG RUN, ACHIEVE MUCH MORE.

HOW THE BLIND CAN HELP

OFTENTIMES, HOWEVER, THE BLIND PERSON HIMSELF ABETS THE STEREOTYPE OF HIS DEPENDENCY. HE DOES THIS BY FAILING TO MAKE AN ADJUSTMENT TO HIS DISABILITY. OF COURSE, THE ADJUSTMENT IS DIFFICULT. IT INVOLVES LEARNING OR RELEARNING THE SIMPLEST, MOST ELEMENTARY HABITS; IT MEANS CONTINUOUS HARD WORK AND CONCENTRATION. BUT ONCE HE ACCEPTS HIS CONDITION AND LEARNS TO LIVE WITH IT PRODUCTIVELY, THE BLIND PERSON CAN DEVELOP INDEPENDENCE, MOBILITY, INITIATIVE AND IMAGINATION IN SOLVING HIS VOCATIONAL PROBLEMS. WITH ADJUSTMENT ALSO COMES

PRIDE IN GOOD GROOMING, EASE AND SELF-CONFIDENCE WITH THE SIGHTED AS WELL AS THE NON-SIGHTED, AND THE ABILITY TO ACCEPT HELP GRACIOUSLY WHEN IT IS NEEDED. MOREOVER, THE VIGOROUS TRAINING NEEDED WILL USUALLY MAKE THE ADJUSTED BLIND PERSON EXTREMELY WELL DISCIPLINED IN HIS HABITS AND CAPABLE OF HARD WORK AND CONCENTRATION. IN FACT, HIS HEARING AND SENSE OF TOUCH DEVELOP TO AN EXTRA-ORDINARY DEGREE. BUT THESE PHYSICAL COMPENSATIONS DO NOT APPEAR AUTOMATICALLY AS NATURE'S WAY OF OFFSETTING THE LOSS OF VISION. ON THE CONTRARY, BOTH THE PHYSICAL AND MENTAL ABILITIES OF THE BLIND RESULT FROM CONSTANT PRACTICE AND HARD WORK--NOTHING ELSE.

HOW COOPERATING AGENCIES CAN HELP

AGENCIES DEALING WITH THE BLIND AND THEIR PROBLEMS HAVE MADE GREAT STRIDES, ESPECIALLY DURING THE WAR. SELF-TRAVEL METHODS, FOR INSTANCE, HAVE ADVANCED MARKEDLY: MOBILITY AND INDEPENDENCE ARE ACHIEVED IN A COMPARATIVELY SHORT TIME NOW.

THEY CAN DO MORE, HOWEVER. FOR EXAMPLE, A COMMON COMPLAINT LEVELED AGAINST THE BLIND WORKER IS HIS LACK OF FLEXIBILITY. HE IS TRAINED--USUALLY WELL-TRAINED--FOR A SPECIFIC JOB. BUT SO THE ARGUMENT GOES, IF HE LOSES THE JOB OR CANNOT GET THAT PARTICULAR JOB FOR ONE REASON OR ANOTHER, HE CANNOT CONVERT TO OTHER WORK BECAUSE HE IS UNPREPARED. THIS ARGUMENT HAS SOME MERIT: IT CALLS FOR A RE-EXAMINATION OF THE ENTIRE REHABILITATION PROCESS TO EXPLORE THE POSSIBILITY OF PREPARING THE BLIND FOR MORE THAN ONE JOB. AS A MATTER OF FACT, ALMOST ALL WORKERS IN OUR RAPIDLY CHANGING ECONOMY WOULD BENEFIT FROM TRAINING IN MORE THAN ONE JOB.

AGENCIES CAN AID IN ANOTHER WAY--IN OVERCOMING THE PROBLEM OF DEPENDENCY. IN THIS RESPECT, THOSE BLINDED FROM BIRTH ARE AFFECTED PARTICULARLY. THEY HAVE ATTENDED SPECIAL SCHOOLS FOR THE BLIND; THEY HAVE GONE TO CAMPS FOR THE BLIND; THEY HAVE ALWAYS PLAYED AND ASSOCIATED WITH THE BLIND; IN FACT, THEY HAVE HAD ALMOST NO INTEGRATION WITH SIGHTED CHILDREN. THUS THEY ARE DEPENDENT AND RELUCTANT TO LEAVE THEIR PROTECTIVE--BUT ARTIFICIAL--ENVIRONMENT.

UNFORTUNATELY, ON THE JOB THIS ATTITUDE OFTEN EXPRESSES ITSELF IN DEMANDS FOR SPECIAL ATTENTION, WHICH CREATES RESENTMENT. A MORE REALISTIC APPROACH IS BEING DEVELOPED, VERY SLOWLY, TO BE SURE, TO PROVIDE FOR THE KIND OF BEHAVIOR SO IMPORTANT IN THE WORKADAY WORLD.

LONG PERIODS OF UNEMPLOYMENT, LONG PERIODS IN SHELTERED WORKSHOPS, FREQUENT CHANGES OF JOBS ARE ADDITIONAL DRAWBACKS TO PLACING THE BLIND. AND THERE APPEARS TO BE, ESPECIALLY WITH THE MORE DEPENDENT BLIND PERSON, A RELUCTANCE TO GIVE UP THE SECURITY OF A PENSION OR GRANT--NO MATTER HOW SMALL--FOR A JOB, MUCH AS IT MAY BE NEEDED.

TO BALANCE WHAT MAY HAVE BECOME OVER CRITICAL, LET US HASTEN TO SAY THAT THE ROLE OF THE COOPERATING AGENCIES CANNOT BE UNDERESTIMATED. THEY OFFER MEDICAL SERVICES, RETRAINING, REFRESHER COURSES, ORIENTATION TO BLINDNESS, ORIENTATION TO THE JOB, AND COUNTLESS OTHER SERVICES. THEY ASSIST IN JOB ANALYSIS TO DETERMINE THE SUITABILITY OF JOBS AND TO REASSURE EMPLOYERS; THEY ASSIST BY SUGGESTING AIDS TO FACILITATE JOB PERFORMANCE; THEY DEVELOP OCCUPATIONS FOR THOSE UNABLE TO COMPETE IN OUTSIDE EMPLOYMENT. FRANKNESS AND FRIENDLINESS IN DEALING WITH THEM CAN ONLY PRODUCE BENEFICIAL RESULTS. IN DEVELOPING RAPPORT IT IS IMPORTANT TO UNDERSTAND THEIR PROBLEMS FOR MANY AGENCIES ARE WORKING UNDER GREAT HANDICAPS: THEY MAY BE SHORT OF STAFF, TRAINING FACILITIES, WORKSHOPS AND OVERLOADED WITH CLIENTS. STILL THEY ARE DOING EXCELLENT WORK DESPITE IT.

HOW THE SELECTIVE PLACEMENT INTERVIEWER CAN HELP

THE SELECTIVE PLACEMENT INTERVIEWER CAN HELP FIRST BY DEVELOPING A SENSE OF PROPORTION AND PATIENCE. THE PROBLEMS FACED BY COOPERATING AGENCIES AS DESCRIBED ABOVE, CANNOT BE SOLVED IN ONE, TWO, OR FIVE YEARS. THE PROBLEMS OF CHANGING EMPLOYER ATTITUDES WILL TAKE EVEN LONGER. BUT RIGHT AT THE OUTSET THE SELECTIVE PLACEMENT INTERVIEWER CAN DO THIS: ESTABLISH CLOSE AND CORDIAL WORKING RELATIONS WITH THE REGULAR INTERVIEWERS. HE CAN DO THIS BY SHOWING REGARD FOR THEIR JUDGMENT, APPRECIATING THE TIME THEY TAKE TO GIVE HIM

INFORMATION, AND, MOST OF ALL, BY INTELLIGENTLY SELECTING APPLICANTS FOR JOBS. ALL THAT IS REQUIRED IS MUTUAL UNDERSTANDING, TACT AND COURTESY.

TO BE PERFECTLY FRANK, HOWEVER, THERE ARE FACTORS STANDING IN THE WAY OF THIS COOPERATION. SOME OF THEM ARE: A MIND CLOSED TO THE IDEA OF PLACING THE HANDICAPPED, FEAR OF LOSING EMPLOYER ACCOUNTS, UNFORTUNATE EXPERIENCES RESULTING FROM A SPECIAL INTERVIEWER'S LACK OF JUDGMENT OR FROM HIS CARELESSNESS.

THESE OBSTACLES CAN BE OVERCOME BY DOING A GOOD JOB. SCREEN APPLICANTS CAREFULLY; REFER ONLY THE QUALIFIED; ADMIT YOUR MISTAKES; TRY TO IMPROVE ANY SHORTCOMINGS; ACCEPT CRITICISM AND SUGGESTIONS GRACEFULLY; AND MAKE AN EARNEST EFFORT TO FILL ORDERS PROPERLY.

IF AFTER ALL THIS, THE REGULAR INTERVIEWER STILL SHOWS A LACK OF WILLINGNESS TO COOPERATE, THEN TAKE THE MATTER TO A HIGHER LEVEL THROUGH CHANNELS -- BUT FIRST CAREFULLY EXAMINE YOUR OWN METHODS AND ACTIONS.

HOW EMPLOYERS CAN HELP

OBVIOUSLY THE BEST WAY THEY CAN PARTICIPATE IS TO GIVE JOBS TO QUALIFIED BLIND APPLICANTS. THE ACTUAL EXPERIENCE OF HIRING AND WORKING WITH A QUALIFIED BLIND PERSON WILL REMEDY EVEN THE MOST SEVERE CASE OF EMPLOYER RESISTANCE. THE QUESTION IS GETTING THEM TO THIS POINT.

OUR EXPERIENCE SHOWS THAT MANY OBJECTIONS FALL INTO SEVERAL BROAD CATEGORIES. AND FOR EACH ONE, THERE IS, FORTUNATELY, A GOOD COUNTER ARGUMENT.

"A BLIND PERSON COULDN'T HANDLE MY JOBS."

THIS OBJECTION OFTEN STEMS FROM MISINFORMATION OR LACK OF INFORMATION. BUT WITH A PLANT SURVEY IT MAY BE POSSIBLE TO CORRECT THIS MISCONCEPTION OR AT LEAST DISCOVER JUST WHY A BLIND WORKER CANNOT DO THE JOB. THE SHOP MAY BE HAZARDOUS, CLUTTERED, CROWDED, FOR EXAMPLE, AND IN THIS EVENT NO PLACEMENT CAN BE MADE. BUT YOU MIGHT BE ABLE TO SUGGEST A SMALL CHANGE LIKE CLEARING ONE AISLE, THAT WOULD IMPROVE MATTERS.

"A BLIND WORKER WILL HAVE AN ACCIDENT AND RAISE MY
COMPENSATION RATES."

BECOME FAMILIAR WITH STUDIES SHOWING THE LOW ACCIDENT
INCIDENCE RATE OF THE BLIND. AND WHERE COMPENSATION OR INSURANCE
CARRIERS ARE INTERESTED IN THIS PROBLEM, MAKE USE OF THEM AND
THEIR LITERATURE TO SUPPORT YOU.

"I DON'T LIKE THE IDEA OF THE GUIDE DOG IN MY SHOP"

POINT OUT THAT THE DOG IS VERY WELL-TRAINED AND WILL NOT
INTERFERE WITH OTHER WORKERS OR CAUSE ANY UNDUE DISTRACTION AFTER
THE FIRST MORNING. EXPLAIN THAT IT IS NOT A PET.

"A BLIND WORKER WILL PUT AN EXTRA BURDEN ON SUPERVISORS."

ADMIT THAT THIS WILL BE TRUE AT THE START. BUT INFORM
THE EMPLOYER THAT THERE ARE SPECIALISTS WHO WILL HELP IN THE
ORIENTATION PROCESS. AND POINT OUT THAT SHOULD THE WORKER NEED
EXTRA ATTENTION BEYOND A REASONABLE PERIOD, THE EMPLOYMENT SERVICE
PLACEMENT WORKER WILL CONSULT WITH HIM AND POSSIBLY TAKE STEPS TO
TERMINATE THE SERVICE OF THE BLIND WORKER.

"I'VE HAD AN UNFAVORABLE EXPERIENCE WITH OTHER HANDICAPPED WORKERS."

ONE EMPLOYER, FOR EXAMPLE, HAD HIRED TWO DEAF WORKERS AND
SAID THEY USED SIGN LANGUAGE IN CONVERSATION TO SUCH AN EXTENT THAT
PRODUCTION TIME WAS LOST. IT WAS SUGGESTED TO HIM THAT KEEPING TWO
DEAF WORKERS TOGETHER WAS NOT PERHAPS THE BEST ARRANGEMENT, AND THAT
THOUGH HANDICAPPED, THESE WORKERS HAD THE USUAL HUMAN FRAILITIES.
FIND OUT JUST WHAT THE EXPERIENCE WAS AND STRESS THAT THE INDIVIDUAL,
NOT THE GROUP, MUST BE JUDGED.

"THE WORK IS SEASONAL, AND I WOULDN'T WANT TO LAY OFF A BLIND WORKER."

TELL THE EMPLOYER THAT A BLIND WORKER DOESN'T WANT ANY
SPECIAL CONSIDERATION. HE IS A WORKER JUST LIKE ANYONE ELSE,
SUBJECT TO THE SAME CONDITIONS REGARDING SLACK PERIODS, LAYOFFS
AND ECONOMIC FLUCTUATIONS. AND SINCE HE WANTS TO BE TREATED JUST
LIKE ANY OTHER WORKER, HE SHOULD BE GIVEN THE CHANCE TO WORK - LIKE
ANY OTHER WAGE-EARNER.

MANY OF THESE OBJECTIONS ARE VALID; OTHERS ARE RATIONALIZATIONS FOR MORE
DEEP-LYING RESISTANCE. MANY EMPLOYERS, WE HAVE FOUND, BECOME PERSONALLY INVOLVED
WITH THE HANDICAPS OF OTHERS. THEIR REAL REASONS MUST BE TOUCHED ON BY THE INTER-
VIEWER DURING A VISIT. ONE OF THE BEST WAYS OF HANDLING SUCH A SITUATION IS TO
GIVE EXAMPLES OF SUCCESSFUL PLACEMENTS OF THE BLIND AND TO ARRANGE FOR A DEMONSTRATION
OF THE BLIND AT WORK.

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SUCCESSFUL PLACEMENT OF THE BLIND IS A CUSTOM-TAILORED JOB.

EVERY OPERATION MUST BE DONE ON AN INDIVIDUAL BASIS. EACH DIFFICULTY, EACH PROBLEM, MUST BE SOLVED AS IT OCCURS -- AND SOLVED IN A WAY THAT WILL BEST SATISFY THE NEEDS OF THE INDIVIDUAL. OVERCOMING EMPLOYER RESISTANCE IS A SLOW, UPHILL FIGHT. IT CAN BE WAGED SUCCESSFULLY BY MEETING EACH OBJECTION WITH FACTS; BY MAKING AN HONEST, OBJECTIVE PRESENTATION OF THE BLIND WORKER'S ABILITY; AND ABOVE ALL, BY HOLDING TO THE FIRM BELIEF THAT BLIND PERSONS CAN AND SHOULD WORK IN JOBS FOR WHICH THEY QUALIFY.

APPENDIX I

GROWTH AND DEVELOPMENT OF SELECTIVE PLACEMENT FOR THE BLIND IN NEW YORK CITY

IN 1933 AN EXPERIMENTAL UNIT WAS ESTABLISHED IN ONE NEW YORK CITY OFFICE OF THE STATE EMPLOYMENT SERVICE. IT WAS CALLED "THE SECTION FOR THE HANDICAPPED" AND ITS SOLE JOB WAS THE PLACEMENT OF DISABLED WORKERS.

IN 1938 WITH THE START OF THE STATE'S UNEMPLOYMENT INSURANCE SYSTEM, IT WAS NECESSARY TO EXPAND THE SELECTIVE PLACEMENT PROGRAM BECAUSE OF THE INCREASED NUMBERS OF HANDICAPPED WORKERS APPLYING TO THE EMPLOYMENT SERVICE AS BENEFIT CLAIMANTS. THE "SECTION FOR THE HANDICAPPED" WAS DISBANDED AND THE INTERVIEWERS REASSIGNED TO REGULAR PLACEMENT SECTIONS, WHERE THEY WERE RESPONSIBLE FOR AIDING THE MORE SEVERELY HANDICAPPED JOB SEEKERS. THE LESS DISABLED WERE SERVED BY REGULAR INTERVIEWERS. THUS EVERYONE WAS RESPONSIBLE TO SOME EXTENT FOR PLACING THE HANDICAPPED.

HOWEVER, EPILEPTICS, MENTALLY DISTURBED, AND THE BLIND WERE EXCLUDED FROM SERVICE. THESE GROUPS CAME INTO THE PROGRAM SOON. AT THE START OF THE SECOND WAR, ACUTE LABOR SHORTAGES AND THE RETURN OF DISABLED VETERANS EFFECTED THEIR INCLUSION. THEN, SPECIAL SERVICE TO THE BLIND BECAME PART OF THE OVERALL SELECTIVE PLACEMENT PROGRAM.

THEY ENTERED UNCHARTED TERRITORY. LITTLE WAS KNOWN ABOUT THEIR ABILITIES; LITTLE HAD BEEN DONE; ASIDE FROM THE WORK THEY DID IN SHELTERED WORKSHOPS - MAKING BROOMS, MOPS, BASKETS - ALMOST NOTHING WAS KNOWN ABOUT THE OCCUPATIONS THEY COULD PERFORM. NEVERTHELESS, A THOROUGHLY EXPERIENCED SELECTIVE PLACEMENT INTERVIEWER WAS CHOSEN TO WORK WITH THE BLIND, AND COOPERATING AGENCIES NOTIFIED OF OUR NEW SERVICE.

APPLICANTS CAME TO US FOR PLACEMENT. THE FIRST ATTEMPTS WERE MAINLY TRIAL AND ERROR. NO SATISFACTORY METHOD OF EVALUATING APPLICANTS, NO TESTS EXISTED; EXPERIENCE IN DETERMINING WHICH JOBS WERE SUITABLE WAS SCANTY; AND EMPLOYER RESISTANCE WAS INTENSE. BUT CONTACT AND EXCHANGE OF INFORMATION

WITH AGENCIES CONTINUED. BY THE END OF THE WAR, SOME BASIC STANDARDS WERE ESTABLISHED

IN THE SEARCH FOR SUITABLE JOBS FOR THE BLIND, THE ELECTRONICS INDUSTRIES WERE SURVEYED AND FOUND TO HAVE POSSIBLE OPENINGS. PATRIOTIC APPEALS AND A CRITICAL MANPOWER SHORTAGE ENABLED US TO INTEREST A FEW MANUFACTURERS OF ELECTRONICS EQUIPMENT TO TRY THE BLIND, PARTICULARLY VETERANS. BUT THE EMPLOYERS FOUND THAT THEY HAD NEITHER THE FACILITIES NOR THE "KNOW-HOW" FOR TRAINING THEM. TRAINING WAS URGENT; JOBS WERE PROMISED IF TRAINED APPLICANTS COULD BE PROVIDED. THE NEW YORK CITY BOARD OF EDUCATION, ON OUR REQUEST, SET UP A TRAINING CLASS FOR THE BLIND IN 1943 AT ONE OF THEIR VOCATIONAL HIGH SCHOOLS. SAMPLES OF THE WORK NEEDED BY THE EMPLOYER WERE SUBMITTED TO THE TEACHER, WHO AFTER STUDY OF THE PROCESSES, INSTRUCTED THE BLIND CLASS. EACH STUDENT WHO COMPLETED THE COURSE WAS PLACED. SOME OF THE JOBS WERE: STACKING AND BRACKETING OF TRANSFORMER LAMINATIONS, INTRICATE HAND ASSEMBLY, SPLITTING AND SORTING OF MICA, FOOT AND DRILL PRESS OPERATION, AND HARNESS MAKING.

TOWARD THE END OF THE WAR, THESE SPECIAL CLASSES WERE DISCONTINUED, BUT CONSIDERABLE PROGRESS HAD BEEN MADE. A SIZEABLE GROUP HAD BEEN TRAINED AND HAD HELD JOBS IN INDUSTRY AND DEVELOPED THEIR SKILLS; MANY EMPLOYERS HAD BEEN MADE AWARE OF THE PLACEMENT POTENTIAL OF THE BLIND; AND THE EMPLOYMENT SERVICE AND OTHER PERSONNEL HAD GAINED SKILL IN EVALUATING BOTH THE BLIND APPLICANT'S ABILITIES AND THE SUITABILITY OF JOBS.

AT ABOUT THIS TIME THE EMPLOYMENT SERVICE WAS ABLE TO HIRE AN ENGINEER, HIMSELF BLIND, TO EVALUATE JOBS, SUGGEST ADAPTATIONS AND GIVE EMPLOYERS ASSISTANCE IN ORIENTING BLIND WORKERS. HE WAS WITH THE EMPLOYMENT SERVICE ONLY A YEAR AND A HALF, BUT THIS EXPERIENCE TOO, ADVANCED OUR KNOWLEDGE AND UNDERSTANDING. WHILE THE SEARCH FOR NEW INDUSTRIES, OCCUPATIONS AND

OPPORTUNITIES CONTINUED, AS IT IS STILL CONTINUING, IT MOVED GRADUALLY OUT OF THE TRIAL AND ERROR STAGE: A BEGINNING OF THE DEVELOPMENT OF SELECTIVE PLACEMENT TECHNIQUES IN THE PLACEMENT OF THE BLIND WAS BEING MADE.

ALTHOUGH ONE SELECTIVE PLACEMENT INTERVIEWER CONTINUED TO HANDLE THE BULK OF BLIND REFERRALS, ACTING AS LIAISON BETWEEN THE EMPLOYMENT SERVICE AND COMMUNITY AGENCIES, THERE WAS SOME DECENTRALIZATION - PARTICULARLY OF APPLICANTS WITH TECHNICAL AND PROFESSIONAL SKILLS. ALSO TO BE NOTED, THE INTERVIEWER FOR THE BLIND DID NOT HANDLE THEM EXCLUSIVELY, BUT OTHER SEVERELY DISABLED AS WELL.

WHEN COMPLETE DECENTRALIZATION AND INTEGRATION OF THE BLIND WAS CONTEMPLATED, AROUND THE MIDDLE OF 1954, THE UNITED STATES EMPLOYMENT SERVICE MADE FUNDS AVAILABLE FOR A DEMONSTRATION PROJECT IN THE PLACEMENT OF THE BLIND. IN ORDER TO HAVE A BETTER CONTROL IT WAS DECIDED AGAIN TO COMPLETELY CENTRALIZE PLACEMENT SERVICE TO THE BLIND FOR THE PERIOD OF THE PROJECT.

PLANNING, ORGANIZATION AND CONCLUSIONS OF THE
NEW YORK CITY PILOT STUDY FOR THE PLACEMENT OF THE BLIND

OBJECTIVES

THE OBJECTIVES OF THE DEMONSTRATION WERE THREEFOLD: 1) TO EVALUATE PRESENT METHODS, 2) TO DEVELOP NEW METHODS AND, 3) TO PREPARE A MANUAL AND TRAINING GUIDE BASED ON THE FINDINGS. (MANUAL AND TRAINING MATERIAL IS TO BE USED TO TRAIN SELECTIVE PLACEMENT PERSONNEL.) IT WAS HOPED THAT FROM THIS DEMONSTRATION STANDARD METHODS AND PROCEDURES WOULD BE CLEARLY DEFINED FOR THE ESTABLISHMENT OF A PLACEMENT PROGRAM FOR THE BLIND IN THE STATE EMPLOYMENT SERVICE LOCAL OFFICES.

TIME AND SCOPE

THE EXPERIMENT WAS CONDUCTED FOR ONE YEAR, STARTING SEPTEMBER 10, 1954. TIME WAS ALLOCATED ROUGHLY AS FOLLOWS: 50% TO BE ASSIGNED FOR LOCAL OFFICE INTERVIEWING APPLICANTS, I.E., REGISTRATION, COUNSELING, SELECTION, REFERRAL; 35% FOR PROMOTION, INCLUDING FIELD VISITS, LETTER WRITING, TELEPHONE SOLICITATION; RECORD KEEPING, STATISTICAL REPORTING TO CONSUME THE REMAINING 15%. BUDGET PROVIDED FOR THE SERVICE OF ONE FULL-TIME AND ONE PART-TIME INTERVIEWER.

ALL TECHNICAL SUPERVISION, QUANTITATIVE AND QUALITATIVE EVALUATION, DIRECTION AND GUIDANCE WAS GIVEN BY THE NEW YORK CITY CONSULTANT FOR SELECTIVE PLACEMENT.

PERSONNEL AND TRAINING

IN NEW YORK CITY, AFTER CAREFUL CONSIDERATION WE CONCLUDED THAT THE PERSON IN CHARGE OF THE PROGRAM SHOULD HAVE, ABOVE ALL, CONSIDERABLE EXPERIENCE AND KNOW-HOW IN SELECTIVE PLACEMENT TECHNIQUES WITH THE SEVERELY DISABLED. FORTUNATELY, A WORKER WHO MET THESE REQUIREMENTS WAS AVAILABLE FOR FULL TIME ASSIGNMENT; SHE HAD ALSO DONE MUCH WORK IN THE PLACEMENT OF THE BLIND. BUT SHE WAS THE ONLY PERSON AVAILABLE WITH THIS COMBINATION OF QUALIFICATIONS. NEXT IN

ORDER OF PREFERENCE SHOULD BE A THOROUGHLY EXPERIENCED SELECTIVE PLACEMENT INTERVIEWER. WE CHOSE SUCH A PERSON AS THE PART-TIME ASSISTANT.

IN NEW YORK CITY, GENERAL ORIENTATION WAS GIVEN BY THE AREA CONSULTANT. SINCE BOTH STAFF MEMBERS WERE PRACTICING SELECTIVE PLACEMENT INTERVIEWERS, NO FORMAL TRAINING IN THESE TECHNIQUES WAS NEEDED. WE DID, HOWEVER, INSTITUTE AN ON-THE-JOB TRAINING COURSE FOR THE PART-TIME INTERVIEWER WHO HAD HAD NO EXPERIENCE WITH THE BLIND. THIS COURSE IS OUTLINED IN THE MAIN TEXT. (SEE PAGE 13)

STANDARDS FOR SERVICE

ALTHOUGH THE EXPERIMENT WAS ORIGINALLY INTENDED ONLY FOR BLINDED VETERANS, IT WAS SOON NECESSARY TO BROADEN THE BASE. THE VETERANS ADMINISTRATION HAD VERY FEW BLIND CLIENTS READY FOR PLACEMENT AND THOSE THEY HAD WERE ALREADY KNOWN TO THE EMPLOYMENT SERVICE. TO GET A LARGER SAMPLE, THE CIVILIANS WERE INCLUDED. ALL COMMUNITY AGENCIES WORKING WITH THE BLIND WERE CONTACTED AND REFERRAL ARRANGEMENTS WERE MADE.

CHARACTERISTICS OF THE SAMPLE

DURING THE PERIOD OF THE EXPERIMENT 244 BLIND APPLICANTS WERE SERVED. THE FOLLOWING TABLE SHOWS THE DISTRIBUTION BY AGE, SEX AND VETERAN'S STATUS:

1. AGE, SEX AND VETERAN DISTRIBUTION

	<u>21 OR UNDER</u>	<u>22-45</u>	<u>45-59</u>	<u>60 OR OVER</u>	<u>TOTAL</u>
FEMALE	8	50	14	8	80
MALE	8 (0)	113 (11)	28 (2)	15 (0)	164 (13)*
TOTAL	16	163	42	23	244

*THE FIGURES IN PARENTHESIS ARE THE NUMBER OF VETERANS IN EACH CATEGORY; ALL WERE MALE.

LARGEST PERCENTAGE FELL INTO THE AGE RANGE FROM 22-45. ABOUT 36% OF THE GROUP WERE FEMALE AND VETERANS CONSTITUTED LESS THAN 6% OF THE TOTAL.

THIS TABLE REVEALS THE OCCUPATIONAL PATTERN:

2. OCCUPATIONAL DISTRIBUTION

	<u>PROF.</u>	<u>CLERICAL</u>	<u>SALES</u>	<u>SERVICE</u>	<u>SKILLED</u>	<u>SEMI-SKILLED</u>	<u>UNSKILLED</u>	<u>ENTRY</u>	<u>TOTAL</u>
FEMALE	2	27	5	5	3	11	1	26	80
MALE	12 (1)	6(0)	1(2)	13(0)	26 (2)	34(4)	32 (1)	30(3)	164 (13)
TOTAL	14	33	6	18	29	45	33	56	244

*THE FIGURES IN PARENTHESIS ARE THE NUMBER OF VETERANS IN EACH CATEGORY.

IN THE PROFESSIONAL CATEGORY WERE MEDICAL AND PSYCHIATRIC CASE WORKERS, MUSICIANS, ADVERTISING COPYWRITERS AND ONE WOMAN WHO WAS A MASTER OF CEREMONIES AND SOCIAL DIRECTOR. MOST WOMEN WERE CLERICAL WORKERS SUCH AS DICTAPHONE AND EDIPHONE TRANSCRIBERS AND SWITCHBOARD OPERATORS. AMONG THE WOMEN IN THE SALES FIELD WERE A DEPARTMENT STORE SALESPERSON, MILLINERY AND DRESS SHOP CLERK, ALL OF WHOM WERE PARTIALLY SIGHTED. MOST OF THE MALE SALES WORKERS WERE NEWSDEALERS OR CONCESSION STAND ATTENDANTS. HOWEVER, THERE WERE ALSO DOOR-TO-DOOR CANVASSERS AND A SALESMAN OF MUTUAL FUNDS. MEN IN THE SERVICE TRADES WERE MOSTLY PORTERS AND HOSPITAL LAUNDRY HELPERS; THERE WAS ONE FARM HAND. THE WOMEN IN THIS CATEGORY INCLUDED A COUNTERGIRL, NURSE'S AIDE, AND WARD MAID IN A HOSPITAL. BY FAR THE LARGEST PERCENTAGE OF MALES WERE EMPLOYED IN THE INDUSTRIAL AND NEEDLE TRADES FIELDS IN EITHER SKILLED, SEMI-SKILLED, OR UNSKILLED JOBS. SOME OF THE SKILLED OCCUPATIONS NOTED WERE PIANO TUNER, SEWING MACHINE OPERATOR, HARNESS MAKER, CHAIR CANER AND FILM PROCESSOR. IN THE SEMI-SKILLED GROUP WERE INCLUDED ASSEMBLERS, FOOT POWER AND DRILL PRESS OPERATORS, BURRERS, PACKERS AND COLLATORS. THE UNSKILLED GROUP WORKED PRIMARILY AS MESSENGERS, FLOOR HELP, OR IN SIMPLE PACKING AND SORTING OPERATIONS. LITTLE OR NO SIGNIFICANT WORK EXPERIENCE WAS NEEDED.

BASIC PRINCIPLES

(1) THE CASE WORK APPROACH WAS UTILIZED--THE SAME PERSON HANDLING THE APPLICANT FROM REGISTRATION TO PLACEMENT. ALL JOB SELECTION AND PROMOTION WAS DONE ON AN INDIVIDUAL BASIS FOR SPECIFIC BLIND APPLICANTS IN LINE WITH THEIR JOB OBJECTIVE.

(2) EACH APPLICANT WAS GIVEN AN INTENSIVE INTERVIEW. SINCE THE EMPHASIS WAS ON SUITABLE JOB PLACEMENT, REINTERVIEWING WAS KEPT TO A MINIMUM IN ORDER TO PERMIT THE INTERVIEWER TO SPEND SUFFICIENT TIME IN PROMOTIONAL ACTIVITY.

(3) A COMPLETE WRITTEN REGISTRATION WAS MADE FOR EACH APPLICANT TO INCLUDE SKAPATI*, PROBLEM, PLAN AND OCCUPATIONAL CLASSIFICATION OR OBJECTIVE.

(4) THE PLACEMENT FOLLOW-UP WITH THE EMPLOYER BECAME THE RESPONSIBILITY OF THE EMPLOYMENT SERVICE AND RELEVANT INFORMATION WAS FORWARDED TO INTERESTED AGENCIES.

COMMUNITY PARTICIPATION

AS THE EXPERIMENT DEVELOPED, IT WAS EXPECTED THAT AN ATTEMPT WOULD BE MADE TO FORM A MANAGEMENT-LABOR ADVISORY BOARD AS FOLLOWS:

-AN ADVISORY BOARD CONSISTING OF EMPLOYERS WHO HAVE SUCCESSFULLY EMPLOYED THE BLIND AND THOSE WHO ARE POTENTIAL USERS.

-LABOR UNIONS, BECAUSE OF THEIR INTEREST IN THE HIRING OF THE HANDICAPPED WOULD ALSO BE INVITED.

-ORGANIZATIONS INTERESTED IN VETERANS AND THE BLIND SUCH AS: BLINDED VETERANS ADMINISTRATION, THE 52 ASSOCIATION, ETC., WOULD ALSO BE INVITED. THIS IDEA WAS NOT CARRIED

*SKAPATI: SKILLS, KNOWLEDGE, ABILITIES, PHYSICAL CAPACITIES, APTITUDES, TRAITS AND INTERESTS.

THROUGH BECAUSE:

1. AGENCY CONTACT WAS CLOSE ENOUGH AND WELL ENOUGH ESTABLISHED SO THAT ANY BUSINESS COULD BE HANDLED OVER THE TELEPHONE.
2. THERE WAS ALREADY EXTENSIVE EMPLOYER PENETRATION OF THOSE WHO WERE WELL DISPOSED TOWARD HIRING OF THE BLIND.
3. QUITE A BIT OF INFORMATION ABOUT SUITABLE JOBS WITHIN VARIOUS INDUSTRIES WAS ALREADY AVAILABLE.
4. THE SIZE AND COMPLEXITY OF NEW YORK CITY MADE THIS PLAN DIFFICULT TO ARRANGE.
5. THERE WERE NO ESTABLISHED EPH COMMITTEES THROUGH WHICH TO WORK. IT WAS, THEREFORE, CONSIDERED INJUDICIOUS FOR THE EMPLOYMENT SERVICE TO FORM AN EMPLOYER COMMITTEE WHICH WOULD PLACE ITS ENTIRE EMPHASIS ON ONE TYPE OF DISABILITY.

HOWEVER, WHEREVER NECESSARY, CONTACT WAS MADE WITH ALREADY ESTABLISHED ORGANIZED EMPLOYER AND LABOR GROUPS FOR ASSISTANCE. INTERESTINGLY ENOUGH, SUCH GROUPS FREQUENTLY CONTACTED THE EMPLOYMENT SERVICE FOR HELP IN PLACING BLIND INDIVIDUALS WHO HAD APPROACHED THEM.

LOCATION AND JURISDICTION

IN LARGE PLACEMENT OFFICES IN NEW YORK CITY, WHICH ARE SET UP INDUSTRIALLY, SELECTIVE PLACEMENT ACTIVITIES ARE CLOSELY INTEGRATED WITH REGULAR PLACEMENT ACTIVITIES. MODERATELY HANDICAPPED APPLICANTS ARE SERVED IN THE MAIN STREAM OF OPERATIONS BY REGULAR INTERVIEWERS, WHILE THE MORE SEVERELY HANDICAPPED ARE SERVED BY SELECTIVE PLACEMENT INTERVIEWERS. AT LEAST ONE SELECTIVE PLACEMENT INTERVIEWER IS ASSIGNED TO EACH PLACEMENT SECTION WITHIN AN OFFICE. THEY HANDLE ALL TYPES OF DISABILITIES, BECAUSE IT IS FELT THAT THE SAME SELECTIVE PLACEMENT TECHNIQUES APPLY.

THE INTERVIEWERS ASSIGNED TO THE BLIND PROJECT WERE TO HANDLE ALL BLIND REGARDLESS OF OCCUPATIONAL OR INDUSTRIAL JURISDICTION. SINCE IT WAS IMPOSSIBLE FOR THEM TO KNOW ALL THE THOUSANDS OF OCCUPATIONS AND INDUSTRIES IN THE COMMUNITY, INSTRUCTIONS WERE ISSUED TO ALL STAFF, THAT JOB INFORMATION, SUITABLE OPENINGS, JOB LEADS, LABOR MARKET INFORMATION, AND ANY OTHER ASSISTANCE WERE TO BE MADE AVAILABLE TO THEM. A CITY WIDE MEMORANDUM DESCRIBING THE PROJECT AND ALERTING THE STAFF TO THEIR RESPONSIBILITIES WAS DISTRIBUTED.

THE STAFF FOR THE BLIND WAS LOCATED AT 87 MADISON AVENUE, IN MANHATTAN, ONE OF THE MOST CENTRAL OFFICES IN THE CITY:

TYPES OF INTERVIEWING ACTIVITY

	<u>NEW APPLICATIONS</u>	<u>COUNSELING</u>	<u>OTHER CONTACTS</u>	<u>TOTAL CONTACTS</u>
MALE	79	73	300	452
FEMALE	46	44	172	262
TOTAL	125	117	472	714
VETERAN	4	7	17	28

THE 244 INDIVIDUALS WERE INTERVIEWED A TOTAL OF 714 TIMES: 125 WERE FOR NEW APPLICATIONS; 117 FOR COUNSELING INTERVIEWS; THE OTHER 472 CONTACTS INCLUDED SELECTION, REFERRAL AND RENEWAL INTERVIEWS.

ORGANIZATION

FOR PURPOSES OF THE PROJECT, A CENTRAL APPLICANT FILE WAS MAINTAINED AND APPLICATION CARDS OF ALL BLIND APPLICANTS PREVIOUSLY REGISTERED IN ANY OFFICE IN THE CITY WERE TRANSFERRED. APPLICANTS NOT KNOWN TO THE STAFF FOR THE BLIND, WERE CALLED IN, AND INTERVIEWED AT LEAST ONCE BEFORE ANY SERVICE WAS ATTEMPTED.

A DUPLICATE RECORD WAS KEPT OF EVERY JOB OPENING CALLING FOR A BLIND WORKER. A TICKLER FILE WAS MAINTAINED OF ALL EMPLOYER CONTACTS OFFERING SOME PREMISE OF UTILIZATION OF THE BLIND, AS WELL AS A JOURNAL OF DAILY ACTIVITIES. THIS CONTAINED

ALL SIGNIFICANT INFORMATION PERTAINING BOTH TO THE APPLICANT, EMPLOYERS, TO OTHER AGENCIES. STATISTICAL INFORMATION REGARDING CHARACTERISTICS OF THE GROUP, AND ALL ACTIVITIES PERFORMED ALSO WAS KEPT.

RESULTS

DURING THE PERIOD OF THE STUDY, 219 REFERRALS WERE MADE OF THE 244 APPLICANTS IN THE PROGRAM. A BREAKDOWN SHOWS THE FOLLOWING:

<u>REFERRALS</u>	
MALE	142
FEMALE	<u>77</u>
TOTAL	219
VETERAN	8

OF THIS GROUP, 140 WERE REFERRED ONCE, 21 WERE REFERRED TWICE, 6 WERE REFERRED THREE TIMES, 2 WERE REFERRED FOUR TIMES, 1 WAS REFERRED FIVE TIMES, 1 WAS REFERRED SIX OR MORE TIMES.

MAJOR REASONS FOR NON-REFERRAL WERE:

LACK OF SUITABLE JOB, LACK OF SKILL, LACK OF EXPERIENCE, PERSONALITY AND ADJUSTMENT PROBLEM, OVER AGE, TRAVEL RESTRICTIONS.

OF THE 13 VETERANS, ONLY THREE WERE SERIOUSLY SEEKING EMPLOYMENT AND TWO WERE PLACED. SEVERAL OF THE OTHERS DID NOT REPORT WHEN CALLED IN; TWO WERE WAITING FOR NEWSSTANDS; ONE WAS EMPLOYED; FOUR SET UP TRAVEL RESTRICTIONS; ONE HAD A SERIOUS HEALTH PROBLEM WHICH LIMITED HIM TOO SERIOUSLY.

CONCLUSIONS FOR FUTURE PLANNING

IT IS PLANNED TO DECENTRALIZE AND INTEGRATE THE BLIND PLACEMENT ACTIVITY INTO THE REGULAR SELECTIVE PLACEMENT PROGRAM ALONG WITH OTHER DISABLED. AMONG THE DISADVANTAGES OF A SPECIALIST FOR ONE SPECIFIC DISABILITY ARE:

1. APPLICANT LOAD MAY NOT BE SUFFICIENT FOR A FULL TIME PERSON.
2. IF SPECIALIST IS NOT AVAILABLE, THE ACTIVITY FREQUENTLY HAS TO BE SUSPENDED.

3. STAFF PREFERS WORKING WITH A MORE VARIED CASE LOAD.
4. SELECTIVE PLACEMENT TECHNIQUES APPLY TO ALL GROUPS.
5. EMPLOYMENT SERVICE CANNOT GIVE MORE EMPHASIS TO ONE DISABILITY GROUP WITHOUT AROUSING IRE OF OTHER GROUPS AND DEMANDS FROM THEM. WE PLACE ON BASIS OF ABILITY TO DO JOB -- NOT ON BASIS OF DISABILITY.
6. GREATER EMPLOYER PENETRATION, DEVELOPMENT OF NEW JOBS AND INDUSTRIES WILL BE POSSIBLE.

THE FOLLOWING PLAN WILL BE USED WHEN THIS ACTIVITY IS DECENTRALIZED, TO ORIENT SELECTIVE PLACEMENT INTERVIEWERS:

1. A FULL DAY FORMALIZED TRAINING BASED ON TRAINING OUTLINE FOR THE BLIND.
2. INDIVIDUAL SESSIONS WITH EACH SELECTIVE PLACEMENT INTERVIEWER, TO DISCUSS THE CASES BEING ASSIGNED THEM, AND ANY EMPLOYER CONTACTS WHICH BELONG IN THEIR JURISDICTIONS.
3. FIELD VISITS TO AT LEAST ONE WORKSHOP FOR THE BLIND.
4. FIELD VISIT TO AT LEAST ONE EMPLOYER HIRING THE BLIND.
5. THEY WILL BE HELPED WITH ANY TECHNICAL ADVICE OR INFORMATION ABOUT JOBS, APPLICANTS OR AGENCIES BY THE EXPERIENCED INTERVIEWER FOR THE BLIND, WHO WILL -- WITH THE AREA CONSULTANT -- ACT AS A LIAISON PERSON IN THIS AREA WHERE NECESSARY.

NEW YORK CITY AGENCIES FOR THE BLIND WHICH COOPERATED IN THE
PILOT STUDY --- AND THEIR SERVICESVETERANS ADMINISTRATION

THIS AGENCY HAS A SPECIAL SECTION WHICH OFFERS AN EXTENSIVE EVALUATION, COUNSELING AND REHABILITATION SERVICE TO ALL SERVICE-CONNECTED BLINDED VETERANS. INCLUDED IN THIS IS A COMPREHENSIVE MEDICAL EVALUATION AND THERAPEUTIC SERVICE. IT ALSO MAINTAINS WORKSHOPS WHICH ALTHOUGH PRIMARILY SET UP FOR THERAPEUTIC PURPOSES, MAY GIVE THE COUNSELORS SOME PRE-VOCATIONAL INSIGHT. ALL NEWSSTANDS IN FEDERAL BUILDINGS, AVAILABLE TO BLINDED VETERANS, ARE ITS RESPONSIBILITY. IT ALSO MAINTAINS A VERY ACTIVE AND VARIED RECREATIONAL PROGRAM FOR THE BLINDED VETERAN.

NEW YORK STATE COMMISSION FOR THE BLIND

THIS AGENCY, IN EXISTENCE SINCE 1913, OFFERS THE FOLLOWING SERVICES:

1. PREVENTION OF BLINDNESS SERVICE - CENTERED ON SIGHT CONSERVATION AND ELIMINATION OF CAUSE OF BLINDNESS.
2. PRE-SCHOOL SERVICE - TO ENCOURAGE NORMAL DEVELOPMENT OF THE BLIND CHILD THROUGH HELP TO THE PARENTS IN UNDERSTANDING OF MODERN METHODS OF CHILD CARE AND HELP TO PREPARE THE CHILD FOR SCHOOL, ETC.
3. HOME TEACHING SERVICE - TEACHER WHO IS BLIND AND WHO GOES INTO THE HOMES TO HELP WITH MOTIVATION OF INDIVIDUAL TO PURSUE AS NORMAL A PATTERN OF LIVING AS POSSIBLE. SHE ALSO TEACHES CRAFTS, BRAILLE READING, ETC.
4. TALKING BOOK SERVICE - MACHINES DISTRIBUTED BY THE LIBRARY OF CONGRESS THROUGH THE STATES.
5. CRAFTS PRODUCTION SERVICE - THIS SERVICE GIVES INSTRUCTION IN MANY TYPES OF HAND CRAFTS TO THE BLIND IN HIS HOME AND IN SHELTERED WORKSHOPS OF PRIVATE - NON-PROFIT AGENCIES THROUGHOUT THE STATE.

6. SALES SERVICE - WHICH SELLS ARTICLES MADE BY HOMEBOUND BLIND OR THOSE IN SHELTERED SHOPS, THE PROFITS OF WHICH GO TO THE BLIND WORKER.
7. CONCESSION STAND SERVICE - WHICH ASSISTS THE ADULT BLIND TO BECOME REHABILITATED THROUGH SECURING LOCATIONS AND ESTABLISHING THEM IN CONCESSION STANDS AND SNACK BARS IN PRIVATE INDUSTRY, HOSPITALS, IN FEDERAL, STATE, AND COUNTY AND CITY BUILDINGS. ALL NECESSARY EQUIPMENT IS SUPPLIED BY THE COMMISSION.
8. VOCATIONAL REHABILITATION SERVICE - PREPARES THE BLIND APPLICANT FOR SUCCESSFUL EMPLOYMENT. THE PROCESS IS CARRIED ON THROUGH DIAGNOSIS, EVALUATION, TRAINING AND PLACEMENT. IT MAY INVOLVE HOSPITALIZATION, VOCATIONAL GUIDANCE, COUNSELING, PHYSICAL RESTORATION, EVALUATION, TRANSPORTATION, TRAINING AND TRAINING TOOLS, EQUIPMENT, PLACEMENT AND MAINTENANCE.

AMERICAN FOUNDATION FOR THE BLIND

ESTABLISHED BY ACTION OF AGENCIES FOR THE BLIND, THIS AGENCY FILLS A NEED FOR A NATIONAL ORGANIZATION TO SERVE THE INTERESTS OF THE BLIND AND TO COORDINATE THE WORK DONE BY LOCAL AGENCIES THROUGHOUT THE COUNTRY. AMONG ITS ACTIVITIES ARE RESEARCH IN ALL AREAS SUCH AS LEGISLATION, REHABILITATION, DEVELOPMENT OF MECHANICAL APPLIANCES, CONSULTATION AND FIELD SERVICE INCLUDING: ADVICE AND INFORMATION; SPECIAL SERVICE TO THE DEAF-BLIND; PUBLICATIONS SUCH AS TALKING BOOKS; BRAILLE PERIODICALS AND OTHER BOOKS AND PAMPHLETS OF INTEREST TO THE BLIND, AND WORKERS FOR THE BLIND; DEVELOPMENT OF OPTICAL AIDS TO IMPROVE VISUAL CAPACITY OF WORKERS; TOOLING THROUGH WHICH THEY ATTEMPT TO RECOMMEND AND/OR MODIFY EQUIPMENT FOR TOUCH USE AS WELL AS TO PASS ON INFORMATION AS TO TECHNIQUES TO EMPLOYERS, CLIENTS, ETC.

NEW YORK ASSOCIATION FOR THE BLIND

THIS AGENCY ALSO KNOWN AS THE LIGHTHOUSE, IS A MULTI-FUNCTION AGENCY OFFERING TO BLIND MEN, WOMEN, AND CHILDREN OF ALL RACES AND CREEDS

IN THE BOROUGH OF MANHATTAN, BRONX, QUEENS AND RICHMOND, SOME 29 MAJOR SERVICES COORDINATED WITHIN ITS DEPARTMENT OF DIRECT SERVICES. AN EXTENSIVE PROGRAM OF ADJUSTMENT, TRAINING AND PLACEMENT IS CARRIED ON THROUGH ITS TRAINING HOME TEACHING AND PLACEMENT DIVISIONS. SOME OF THE COURSES INCLUDE: SPECIAL ADJUSTMENT TECHNIQUES AND SKILLS SUCH AS BRAILLE, CANE TRAVEL, PERSONAL CARE, ETC. IN ADDITION, SPECIAL COURSES ARE OFFERED IN TRANSCRIBING TYPING, VENDING STAND OPERATION AND TRAINING IN FACTORY OPERATION, PREPARATORY TO EMPLOYMENT, EITHER IN THE LIGHTHOUSE INDUSTRIAL DIVISION OR IN OUTSIDE INDUSTRY.

BROOKLYN BUREAU OF SOCIAL SERVICES

SERVES BLIND WOMEN OF BROOKLYN AND OFFERS BOTH TRAINING AND SHELTERED EMPLOYMENT IN THE WORKSHOPS. THE TRAINING CONSISTS OF POWER SEWING MACHINE OPERATION, A PROGRAM OF EVALUATION AND EXPLORATION IN ASSEMBLY WORK IS ALSO OFFERED. THE SHELTERED WORK FOR THE BLIND CONSISTS OF POWER SEWING MACHINE OPERATING AND SIMPLE ASSEMBLY WORK. HOME SERVICE TO BLIND WOMEN IS OFFERED WHERE INDICATED. A HOME TEACHER GOES INTO THE HOME TO INSTRUCT IN BRAILLE READING, WRITING AND TYPEWRITING. SHE ALSO TEACHES HOME ORIENTATION AND CANE TRAVEL, AND DISTRIBUTES TALKING BOOKS. THROUGH THE USE OF THIS SERVICE, SOME CLIENTS ARE ABLE TO QUALIFY FOR TRAINING AND/OR SHELTERED EMPLOYMENT OR TO CONTINUE ON JOBS WHICH THEY HELD AT THE ONSET OF BLINDNESS. CASE WORK OF BLIND CLIENTS IS DONE BY PROFESSIONAL CASE WORKERS. THE SERVICE OF A PSYCHIATRIST IS AVAILABLE ON A CONSULTANT BASIS. THE PSYCHOLOGICAL CONSULTANT IS AVAILABLE FOR VOCATIONAL COUNSELING AND TESTING.

INDUSTRIAL HOME FOR THE BLIND

MAINTAINS A SPECIALIZED WORKSHOP FOR THE BLIND WHICH PROVIDES: ON THE JOB EXPERIENCE PRIOR TO PLACEMENT, POSITIONS FOR THOSE INCAPABLE OF COMPETING IN REGULAR INDUSTRY, THERAPEUTIC HARDENING, TO BUILD UP

TO EIGHT HOUR WORK TOLERANCE. IN ADDITION, THE AGENCY PROVIDES VOCATIONAL COUNSELING AND EVALUATION, TRAINING, CASE WORK SERVICE, OPTICAL AIDS AND PLACEMENT SERVICE. THEY ALSO MAINTAIN A HOME FOR AGED BLIND PERSONS. THEY HAVE AN EXTENSIVE AND VARIED RECREATIONAL PROGRAM.

INSTITUTE FOR THE EDUCATION OF BLIND

THIS AGENCY ACCEPTS BLIND STUDENTS FROM NURSERY SCHOOL THROUGH HIGH SCHOOL. THEIR VOCATIONAL COURSES INCLUDE SEWING MACHINE OPERATING, WOODWORKING, PIANO TUNING, RADIO ASSEMBLING, CHAIR CANING, AND DICTAPHONE TRANSCRIBING.

ASSOCIATED BLIND

MAINTAINS A SHOP FOR THE SALE OF PRODUCTS MADE BY HOMEBOUND BLIND THROUGHOUT THE STATE. THEY ALSO HAVE A SHOP FOR THE TRAINING OF CHAIR CANERS.

NEW YORK GUILD FOR THE JEWISH BLIND

MAINTAINS SHOPS FOR THE MANUFACTURE OF DOLLS AND METAL NOVELTIES. THE WORKERS IN THE SHOPS ARE PRIMARILY THE OLDER BLIND -- THOSE NOT ABLE TO MEET COMPETITIVE INDUSTRY'S STANDARDS. THEY HAVE A CONTRACT SHOP IN WHICH A VARIETY OF INDUSTRIES PROVIDE JOBS OF SHORT DURATION. AN EVALUATION PERIOD OF FOUR WEEKS TO DETERMINE SKILLS, EMPLOYABILITY, ETC., IS PART OF THE ACTIVITY. THEY HAVE A STAFF OF CASE WORKERS, VOCATIONAL COUNSELORS, MEDICAL AND PSYCHOLOGICAL CONSULTANTS, AND PSYCHIATRISTS. THEY MAINTAIN A HOME FOR AGED BLIND AND TWO NURSERY SCHOOLS. THERE IS A PARENT COUNSELING PROGRAM. EXTENSIVE RECREATIONAL FACILITIES, PLACEMENT SERVICES, ASSISTANCE IN SELF-EMPLOYMENT AND HOMEBOUND EMPLOYMENT ARE AMONG OTHER ACTIVITIES.

MANY OF THE AGENCIES ALSO INCLUDE A NUMBER OF VOLUNTEER SERVICES WHERE INDIVIDUALS AGREE TO GIVE CERTAIN DEFINITE HOURS FOR READING, ESCORTING, TRANSLATING INTO BRAILLE, AND FOR HELP IN RECREATIONAL ACTIVITIES.

APPENDIX: 4

RECENTLY DEVELOPED AIDS FOR THE BLIND

SEVERAL OF THE AGENCIES FOR THE BLIND MAINTAIN SPECIAL RESEARCH DEPARTMENTS TO DEVELOP AND IMPROVE AIDS FOR PERSONS WITH SOME REMAINING VISION. AMONG THE RECENT DEVELOPMENTS ARE MAGNIFYING LENSES OF SUCH HIGH POWER, THAT PEOPLE WHO HAD FORMERLY BEEN UNABLE TO READ ARE NOW ABLE TO READ NEWSPAPERS AND EVEN TELEPHONE BOOKS. A CONGENITALLY BLIND PERSON HAVING A RESIDUE OF 20/400 VISION WITH MACULAR DEGENERATION HAS NOW BEEN FITTED WITH DR. FEINBLOOM LENSES, AS THEY ARE CALLED; HE IS ABLE TO WEAR THEM COMFORTABLY FOR THREE HOURS AT A TIME, AND CAN CORRECT MATHEMATICAL PAPERS!

ANOTHER OPTICAL AID RECENTLY DEVELOPED AT MASSACHUSETTS INSTITUTE OF TECHNOLOGY IS KNOWN AS THE WITCHER WASHINGTON OPTICAL PROBE. A POCKET-SIZE INSTRUMENT, IT ENABLES A TOTALLY BLIND PERSON TO KNOW WHERE A PRINTED LINE ENDS, TO READ METERS, AND SO FORTH. IT OPERATES THROUGH COLOR CHANGE WHICH AFFECTS PITCH, AND WAS DEVELOPED FOR A PRINTER WHO HAD BECOME BLIND AND NEEDED HELP IN MAINTAINING MARGINS. HE USES IT VERY SUCCESSFULLY.

ANY PERSON UNABLE TO PERFORM ORDINARY HOME TASKS IS A CANDIDATE FOR HELP WITH LOW VISION AIDS. THE AMOUNT OF RESIDUAL VISUAL ACUITY FIELDS AND WHAT HE IS ABLE TO DO WITH THESE IS IMPORTANT. THE CAUSE OF DISABILITY IS NOT ALWAYS PERTINENT.

AVAILABLE NOW ARE:

1. SPECTACLES WITH HIGH READING ADDITIONS EITHER AS BIFOCALS OR READING GLASSES.
2. MAGNIFYING GLASSES WITH OR WITHOUT SUPPORTING LENSES OR BUILT-IN ILLUMINATION.
3. PROJECTION INSTRUMENTS WHICH MAGNIFY.

4. CONTACT GLASSES EITHER WITH OR WITHOUT USE OF OTHER OPTIC AIDS.
5. TELESCOPIC LENSES BOTH FOR DISTANT AND NEAR VISION - MONOCULAR ONLY FOR NEAR VISION.
6. MICROSCOPICS (NEAR VISION ONLY-MONOCULAR ONLY).

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N.Y. State Dept. of Labor

HOW TO PLACE THE BLIND HANDBOOK
CONCRETE WORKERS (1956)

FOR SELECTIVE PLACEMENT WORKERS..(1956)

[illegible]

